filing returns made easy

USER MANUAL

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1 Preface

TDSMAN is a state-of-the-art software solution, enabling the companies / deductors to keep in pace with the ever changing TDS filing procedures by the Income Tax authorities. TDSMAN helps in generation of TDS / TCS return, Correction of the returns filed earlier (irrespective of the software in which the earlier return was filed) and generation of various reports and certificates.

It adapts to your business regardless of whether it is corporate, banking & insurance, Government bodies or SMEs & individuals.

TDSMAN is a versatile and configurable tool that enables return generation of all type of Forms – Form 24Q, Form 26Q, Form 27Q & Form 27EQ in line with the requirements of Income Tax authorities.

1.1.Audience

This manual is intended to assist the users, both trial and licensed, of the TDSMAN software.

1.2.Manual Organization

This manual starts with the detailed description of installation and registration of the TDSMAN software. This is followed by the overview of the complete software including the different forms that are used for filing the TDS / TCS returns. Then it continues to provide the detailed description of the process for filing of the returns, Correction of the returns filed and the generating of various certificates and reports.

1.3. Document Convention

This guide uses the following formatting conventions:

Figure 1-1 Document Convention Guide

IF YOU SEE.....	IT MEANS....
boldfaced text	Emphasized subjects
italicized text	The word or set of words are especially emphasized
Blue text	Blue written text indicates mandatory information.
Note:	The following paragraph provides additional information
Tip:	The following paragraph provides suggestive use

1.4. Abbreviation

Figure 1-2 Table of Abbreviation

Abbreviation	Full Form
TDS	TAX Deducted at Source
TCS	Tax Collected at Source
TAN	Tax Deduction or Collection Account Number
PAN	Permanent Account Number
DDO	Drawing and Disbursing Officer
CIT	Commissioner of Income Tax
PAO	Pay Account Officer
IT	Income Tax

2 Software Installation and Registration

2.1.Hardware and Software Requirement

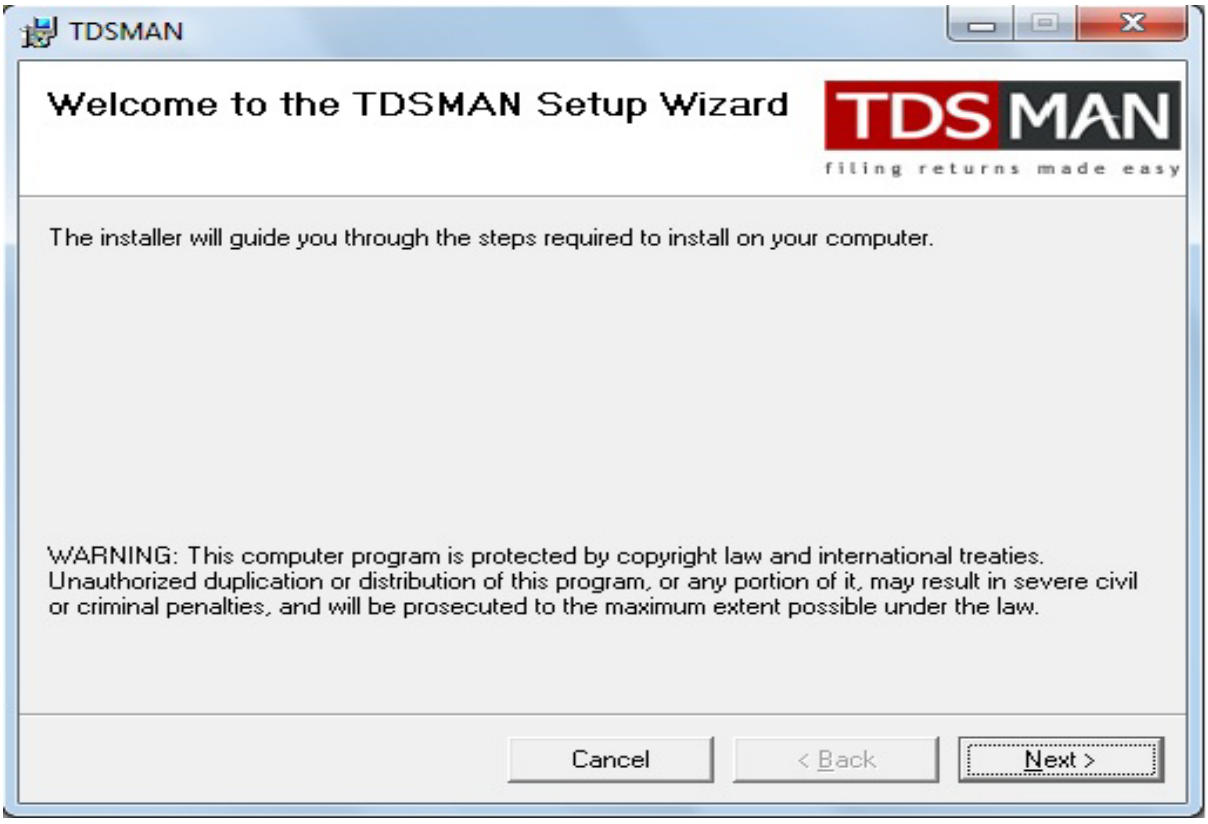
- PC-Pentium / 1 GB RAM
- Minimum 1024 x 768 resolution
- Windows XP or higher version
- 150MB Hard disk space

2.2.Software Installation and Registration

TDSMAN operates on the .NET framework of Microsoft. If the system already has the .NET framework in place, TDSMAN directly installs, otherwise, the .NET framework and its components are installed followed by TDSMAN.

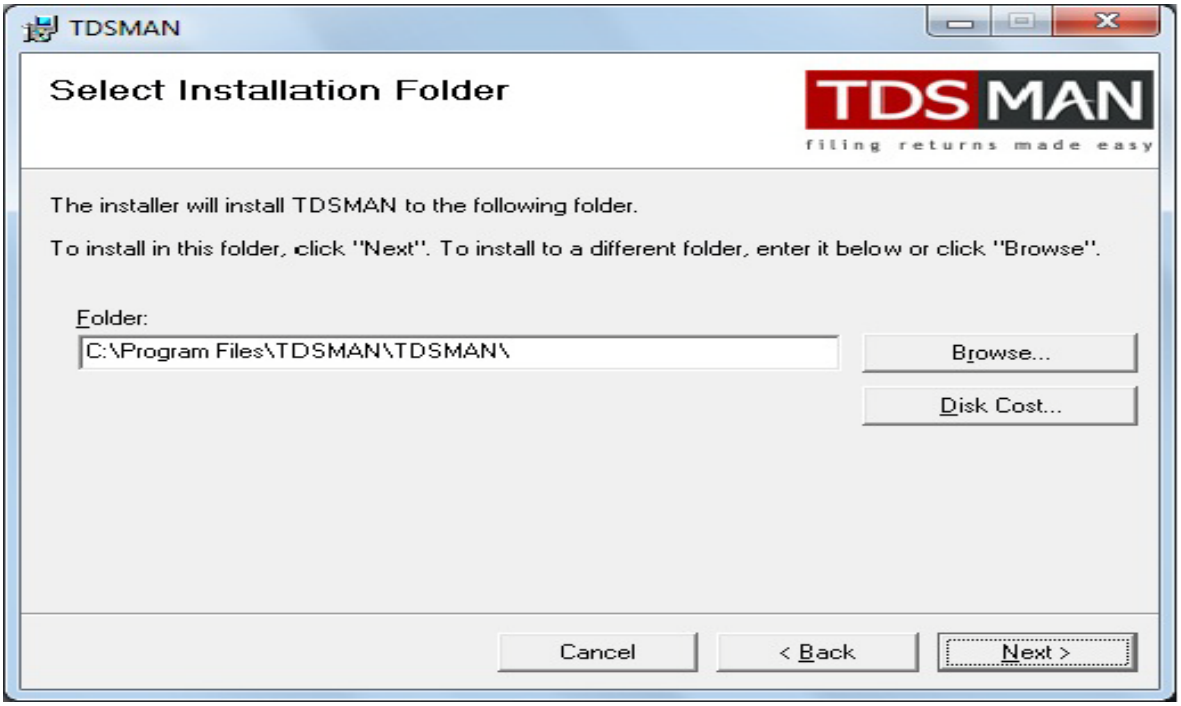
To install the software insert the TDSMAN CD in your PC. Right click on the setup file and click on 'Run as Administrator' to start the setup file. After Administrator confirmation of the windows you will get the following screen:-

Figure 2-1 Software Installation-Step 1


TDSMAN
Welcome to the TDSMAN Setup Wizard
TDS MAN
filing returns made easy
The installer will guide you through the steps required to install on your computer.
WARNING: This computer program is protected by copyright law and international treaties. Unauthorized duplication or distribution of this program, or any portion of it, may result in severe civil or criminal penalties, and will be prosecuted to the maximum extent possible under the law.
Cancel
< Back
Next >

Click 'Next' button to get the following interface where you can view the default folder in which TDSMAN software is to be installed or you select a different destination folder where you want to install the software.

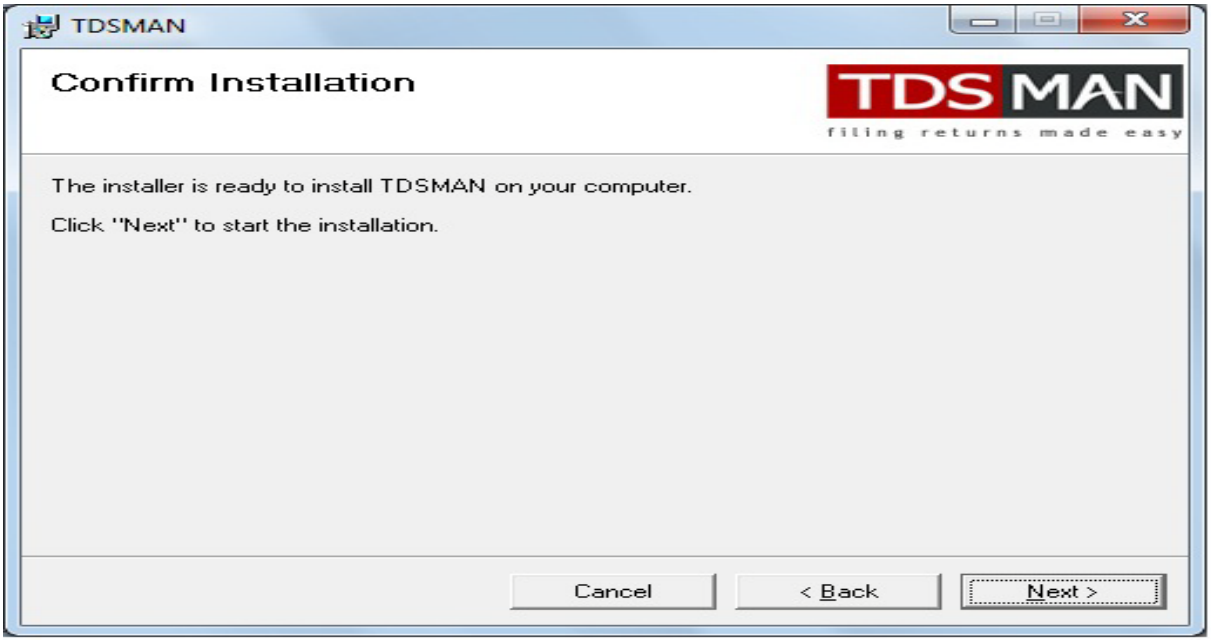
Figure 2-2 Software Installation-Step 2


TDSMAN
Select Installation Folder
TDS MAN
filing returns made easy
The installer will install TDSMAN to the following folder.
To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".
Folder:
C:\Program Files\TDSMAN\TDSMAN\
Browse...
Disk Cost...
Cancel
< Back
Next >

Use the 'Browse' button in case you desire to change the installation folder. Before installing, if so desired, click on 'Disk Cost ...' button to get information of the availability of the disk space on your system.

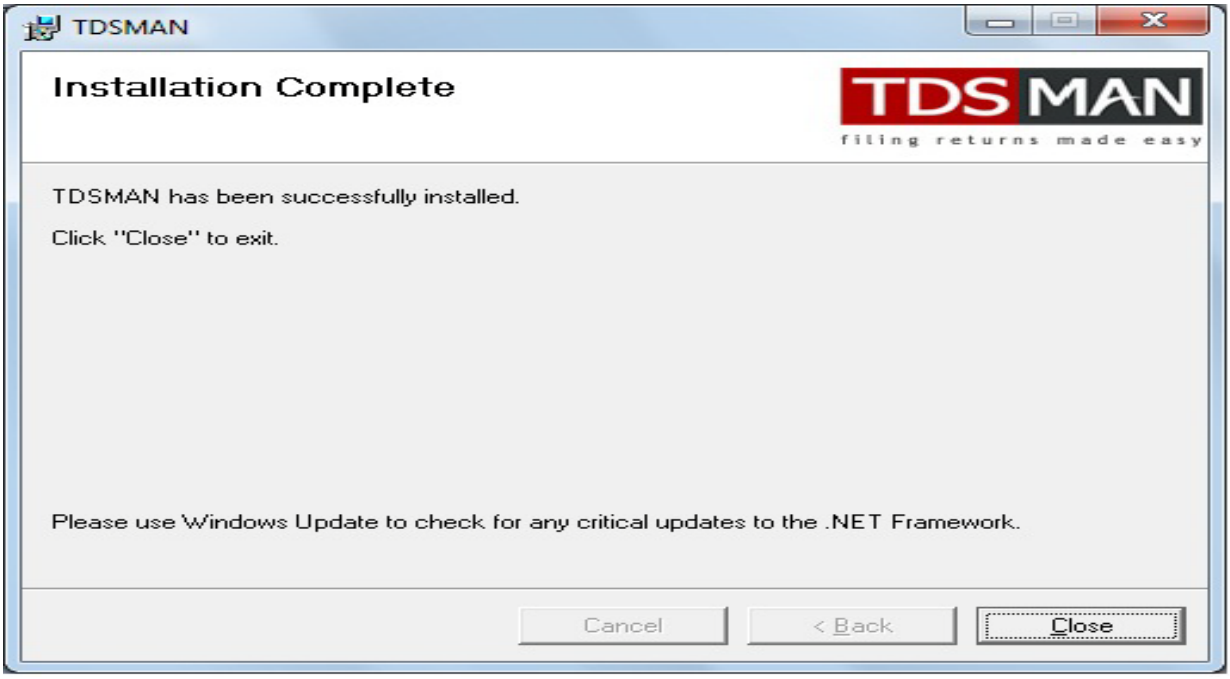
After you have selected the destination folder click on the next button to get the following interface:

Figure 2-3 Software Installation-Step 3



Click on the 'Next' button to confirm and start the installation procedure. On completion of this you will get the following interface: -

Figure 2-4 Software Installation-Step 4



Click on ‘Close’ button to exit the installation.

Click on the software icon created on the Desktop to launch the software. The software needs to be registered with PDS Infotech (P) Ltd. before one can start using the same. For TDSMAN registration you will get the following interface:

Registration of the software can be done on the following ways:

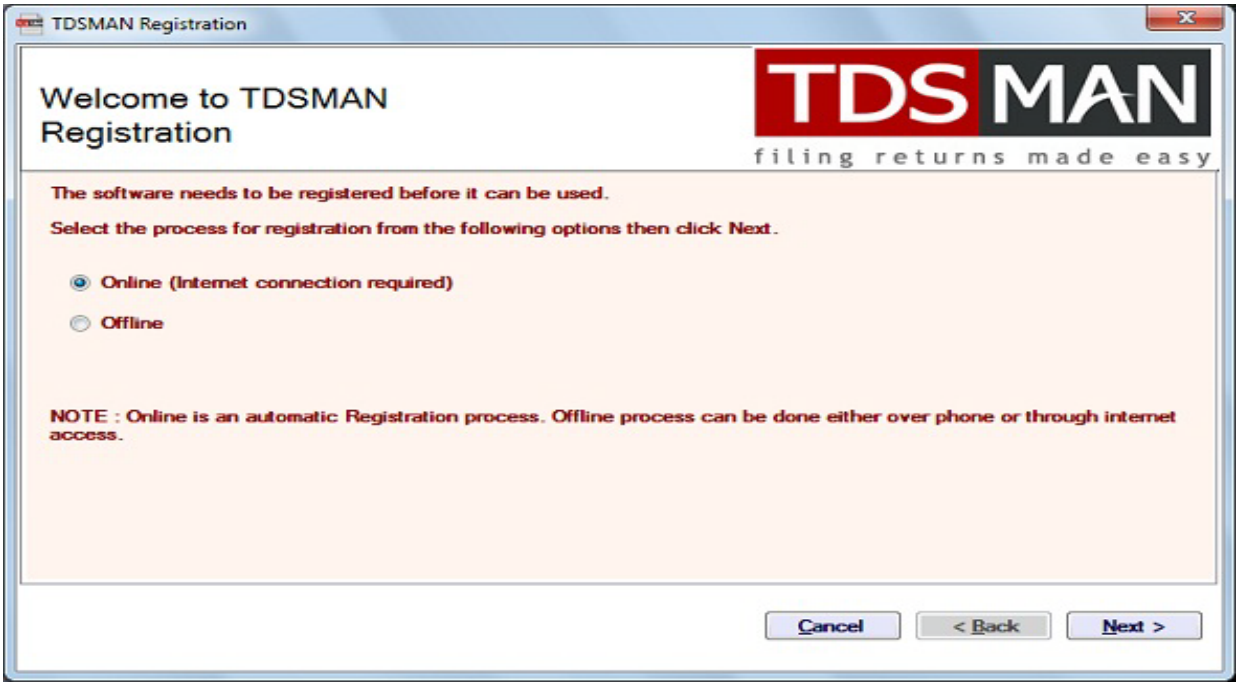
- Online (internet connection required)
- Offline

The procedure of each is explained below:

ONLINE REGISTRATION

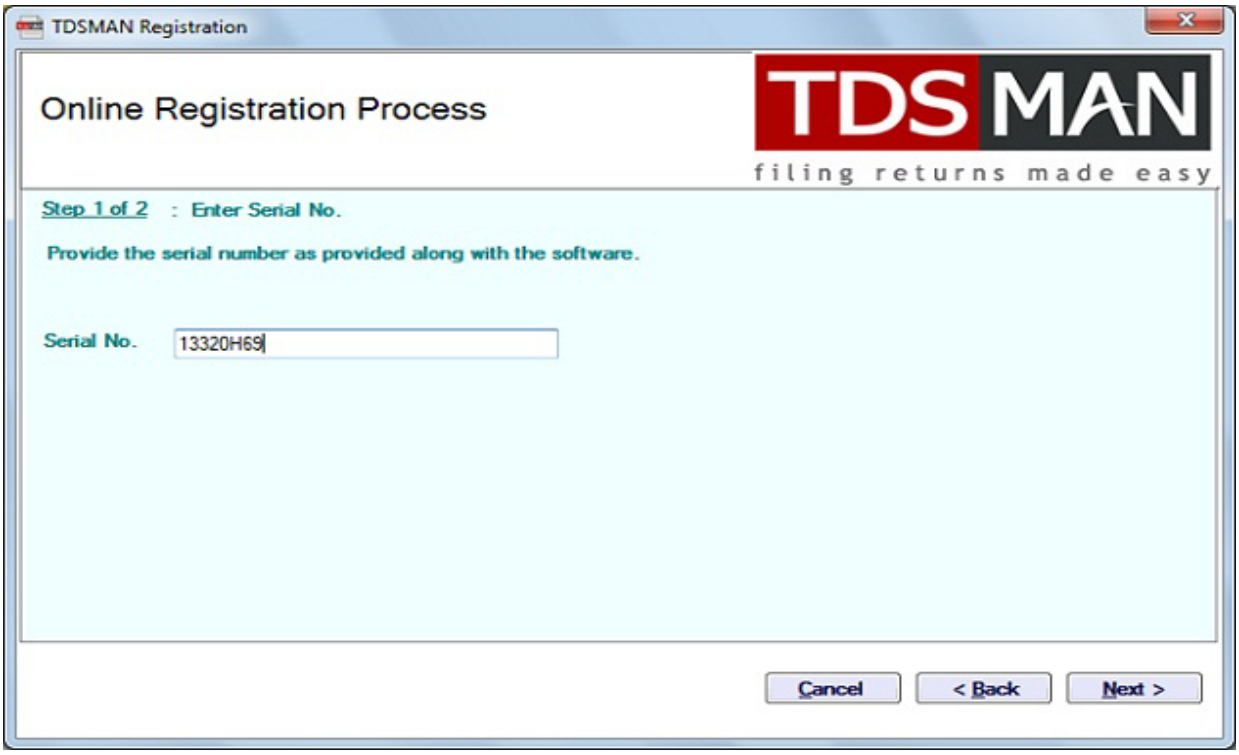
Select 'Online' on the above interface and click on 'Next' button. The following interface is displayed:

Figure 2-5 Registration Process


TDSMAN Registration
Welcome to TDSMAN Registration
TDS MAN
filing returns made easy
The software needs to be registered before it can be used.
Select the process for registration from the following options then click Next.
Online (Internet connection required)
Offline
NOTE : Online is an automatic Registration process. Offline process can be done either over phone or through internet access.
Cancel
< Back
Next >

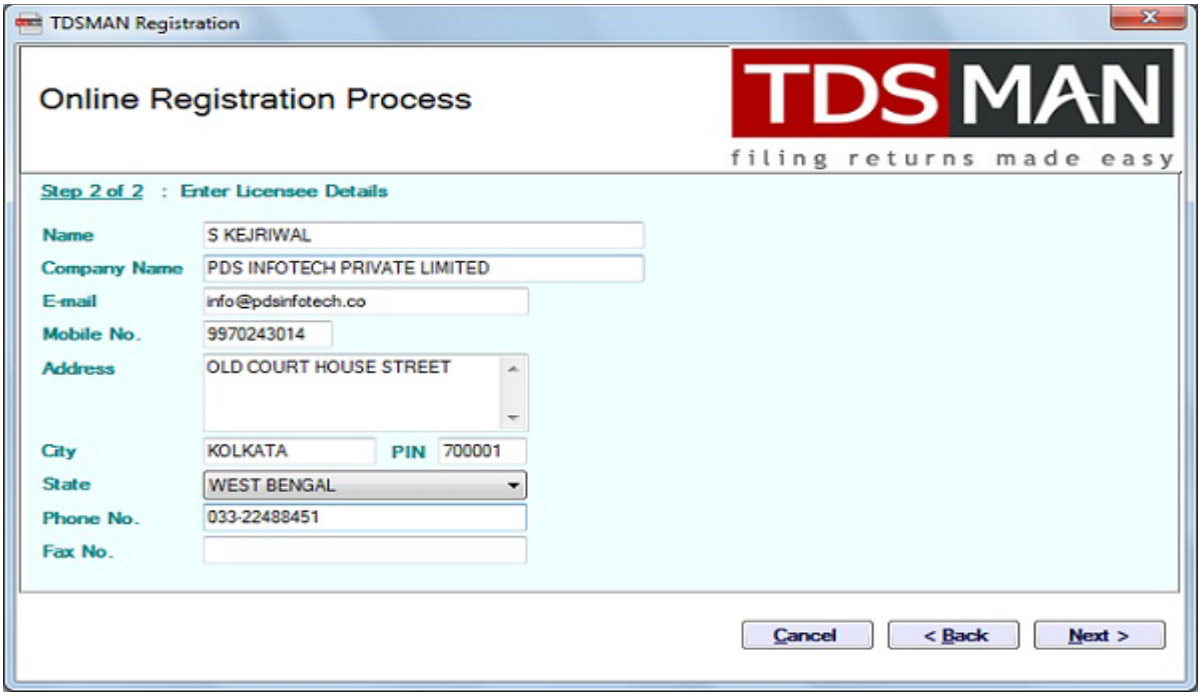
Enter the Serial Number provided to you along with the software package and then click 'Next' to proceed.

Figure 2-6 Online Registration Process – Step 1



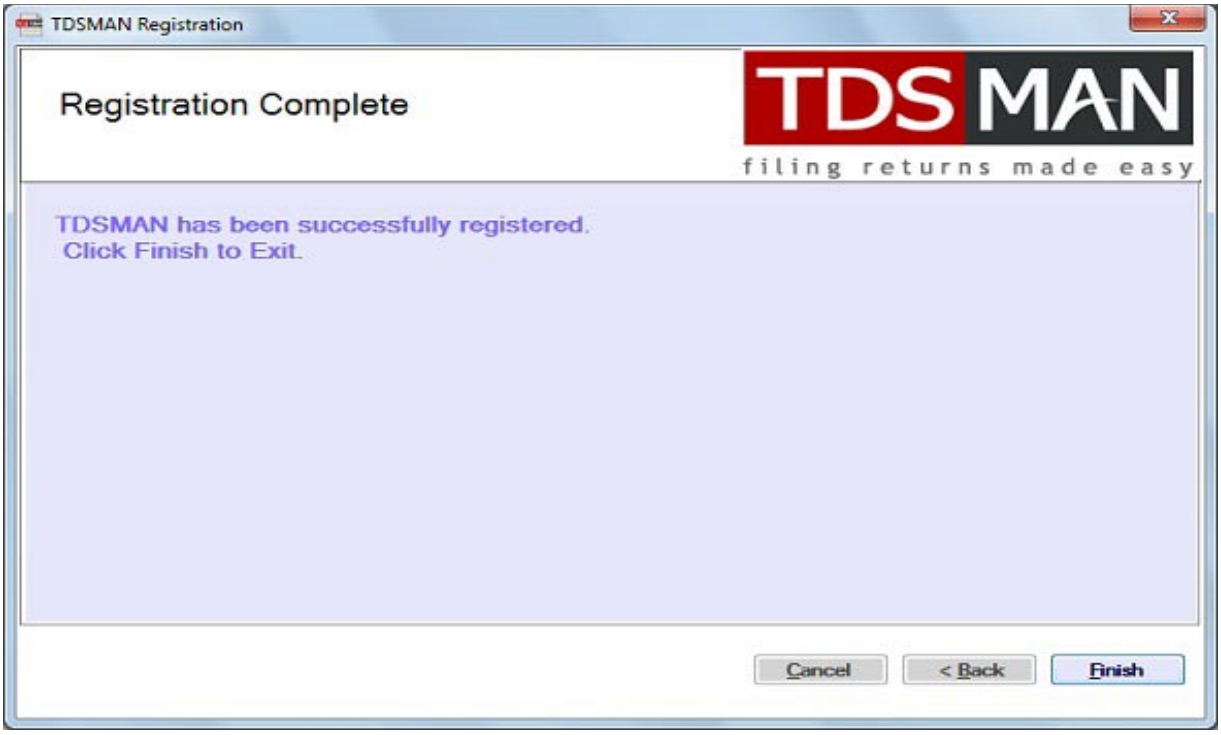
On entering the valid serial number, you get the following interface:

Figure 2-7 Online Registration Process – Step 2



Provide your details and click 'Next' to proceed and complete the registration process. You will get the following confirmation screen where you have to select 'Finish' button to exit the registration process:

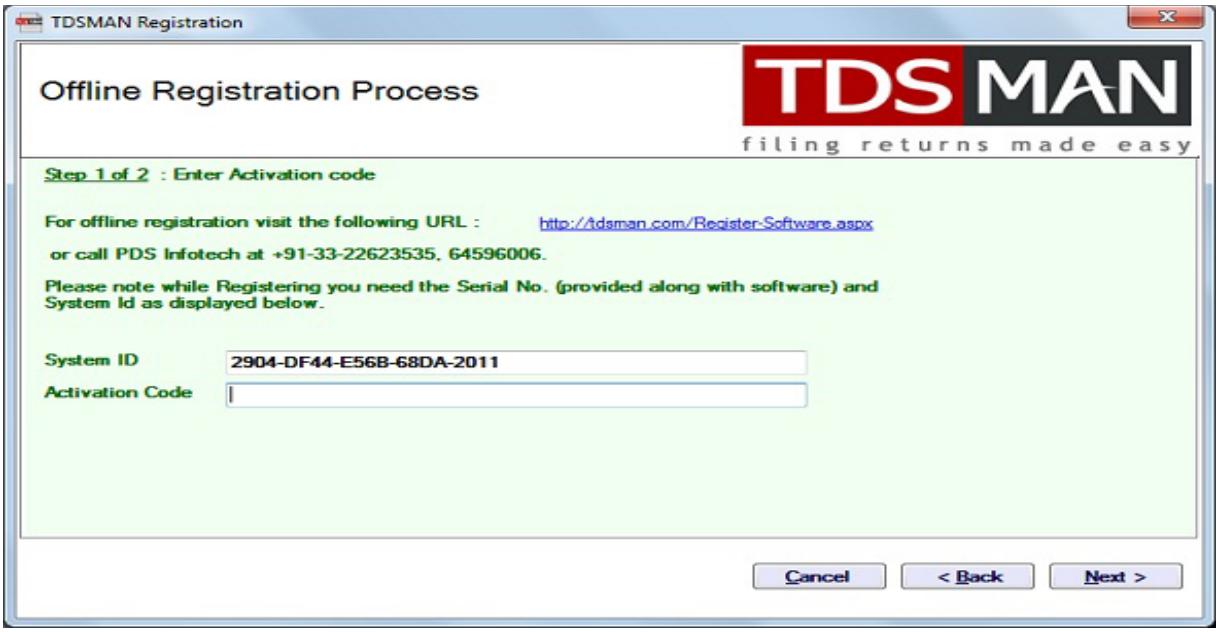
Figure 2-8 Online Registration Process – Step 3



OFFLINE REGISTRATION

Select 'Offline' on the first screen of the registration process if you don't have an internet connection and click on 'Next' button. The following interface is displayed:

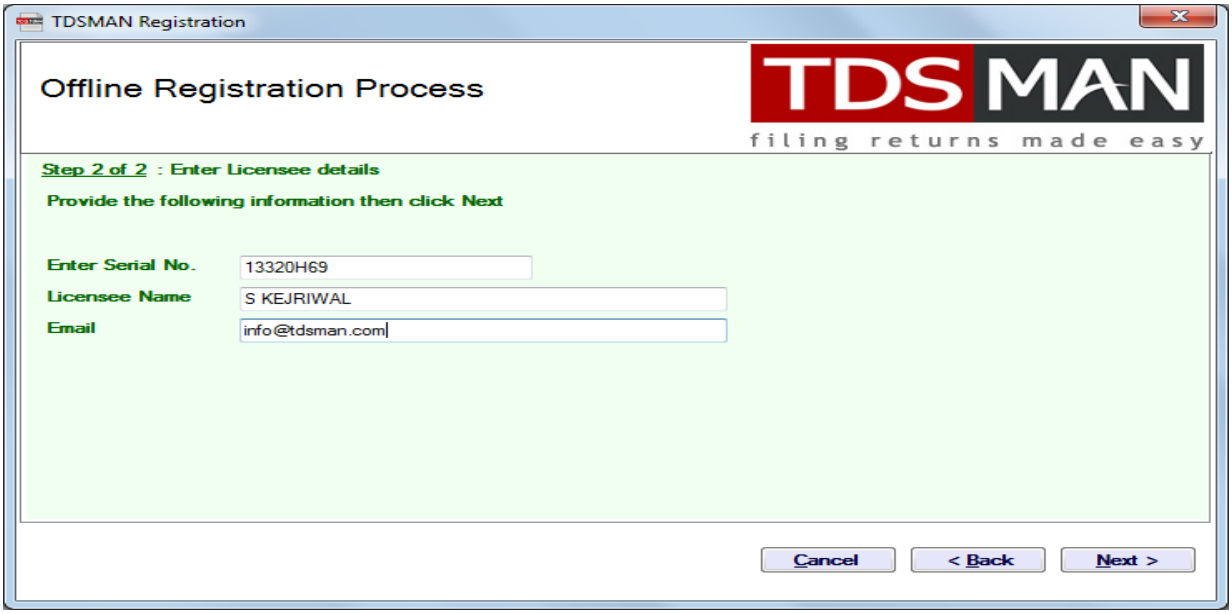
Figure 2-9 Offline Registration Process – Step 1


TDSMAN Registration
Offline Registration Process
TDS MAN
filing returns made easy
Step 1 of 2 : Enter Activation code
For offline registration visit the following URL :
http://tdsman.com/Register-Software.aspx
or call PDS Infotech at +91-33-22623535, 64596006.
Please note while Registering you need the Serial No. (provided along with software) and System Id as displayed below.
System ID
2904-DF44-E56B-68DA-2011
Activation Code
Cancel
< Back
Next >

The identification of your computer system is displayed in the System Id field. You will need to get the Activation Code either through our website (as per the web address mentioned on the interface) by filling up a web form with the requisite details or by calling over our Helpdesk. While entering the web form, for offline registration, you will need the Serial No. , provided along with the software package, and the 'System ID', displayed in the above screen, while filling the web form. After successful verification the Activation Code will be made available which needs to be entered in the form above.

Click on 'Next' button to proceed.
If the Activation Code is correctly keyed in, following interface will be displayed:

Figure 2-10 Offline Registration Process – Step 2



In the above interface, you will need to enter the Serial No. (as provided along with the software package), Name of the person using the software and Email. Click on 'Next' button to complete the offline installation process.

After successful installation and registration, the following start up screen will be displayed.

Figure 2-11 Successfully Registered

3 Overview

TDSMAN generates eTDS / eTCS Returns as per the stipulated requirements of the Income Tax Department, Govt. of India. It is a simple to use software, which will assist in processing your returns pertaining to Forms 24Q, 26Q, 27Q & 27EQ and help one to generate the electronic files for submission with minimum effort. Further, it also has an in-built utility to help its users in understanding and preparing the correction statements conveniently.

It also helps the users in requesting theTDS certificates (Form 16A) for Form 26Q, 27Q (non-salary deductee), and Salary certificate (Form 16) from the TRACES website.

3.1 Description of the different TDS / TCS Forms

The Income Tax Department, Govt. of India, has defined four different types of TDS/TCS Forms. Depending upon your requirement select a particular form under which the return has to be filed.

All these four forms are explained below:

Form 24Q : For filing the returns of salaried employees, Form 24Q has to be selected. In this form the deductions made are under section 192A (Payment done to government employees), section 192B (payment done to non-government employees) or section 192C (payment done to union-government employees).

Form 26Q : For filing of returns of the deductees other than employees residing under domestic territory, Form 26Q has to be selected. This includes payment of contractors, professionals, rent, interests, commission etc.

Form 27Q : For filing of returns of deductees other than employees residing outside the domestic territory, Form 27Q has to be selected.

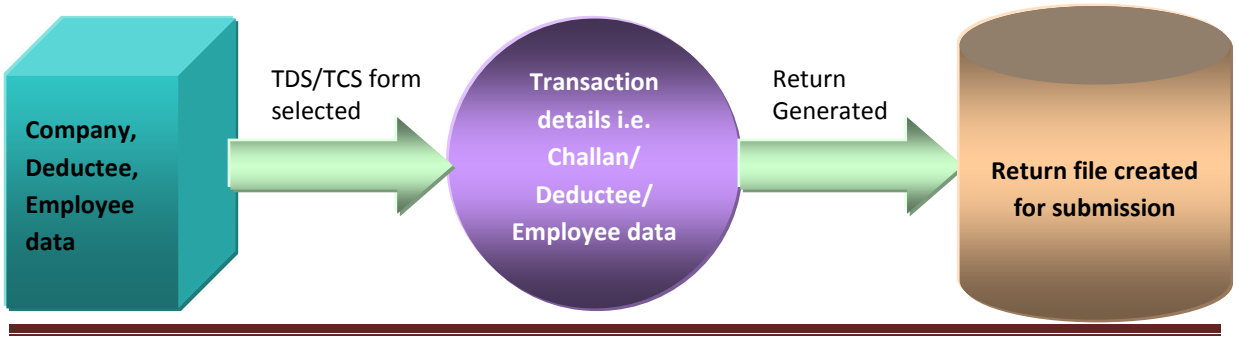
Form 27EQ : For filing TCS returns, Form 27EQ has to be selected.

3.2 Key Functions of TDSMAN – Process Overview

3.2.1 Processing of Returns

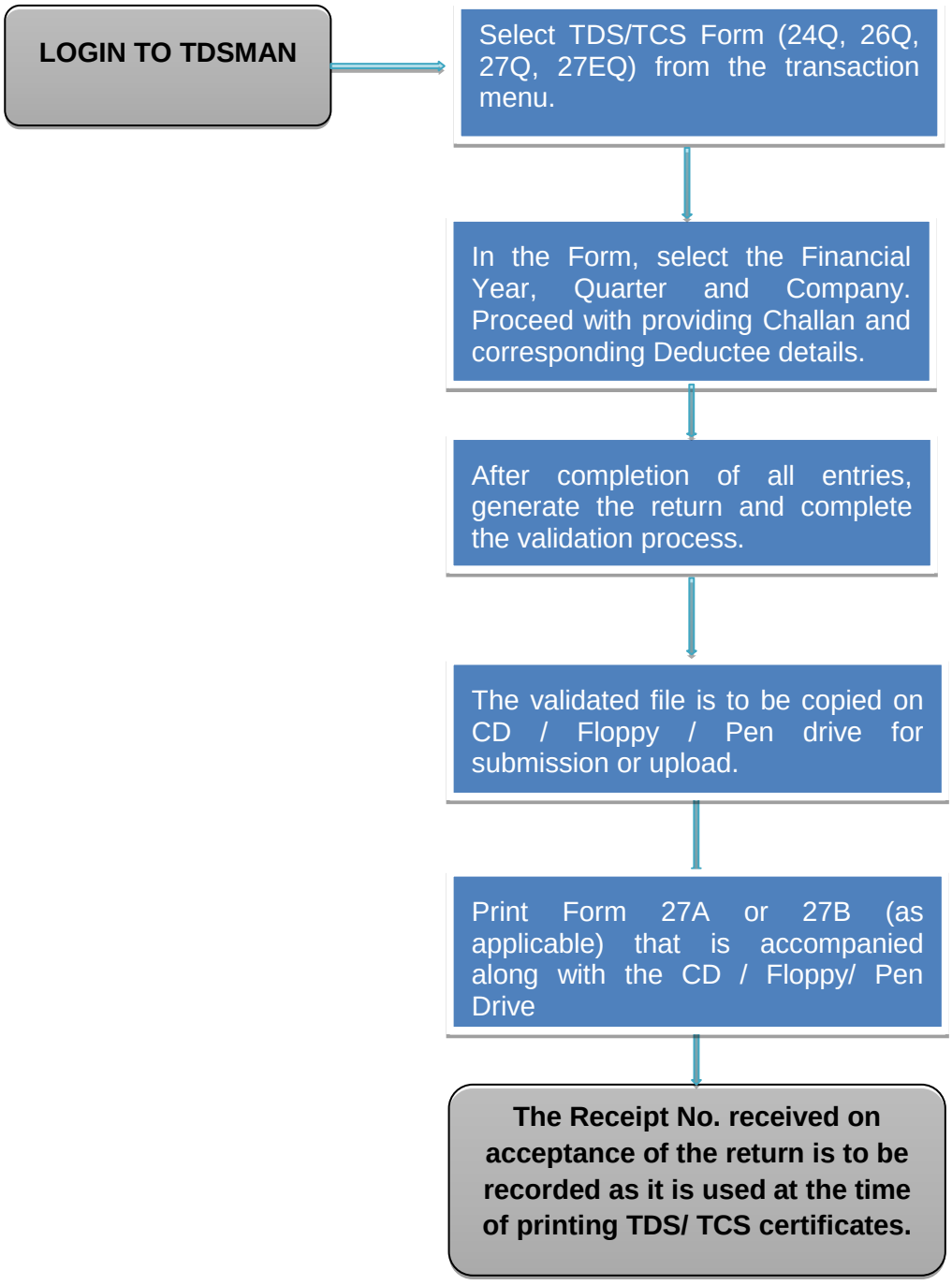
This is the process by which the company/ deductor provides the details of the TDS /TCS to the Income Tax department of India.

Figure 3-1 Processing of Returns


Company, Deductee, Employee data
TDS/TCS form selected
Transaction details i.e. Challan/ Deductee/ Employee data
Return Generated
Return file created for submission

The details of the different steps involved in generating the returns are given below:-

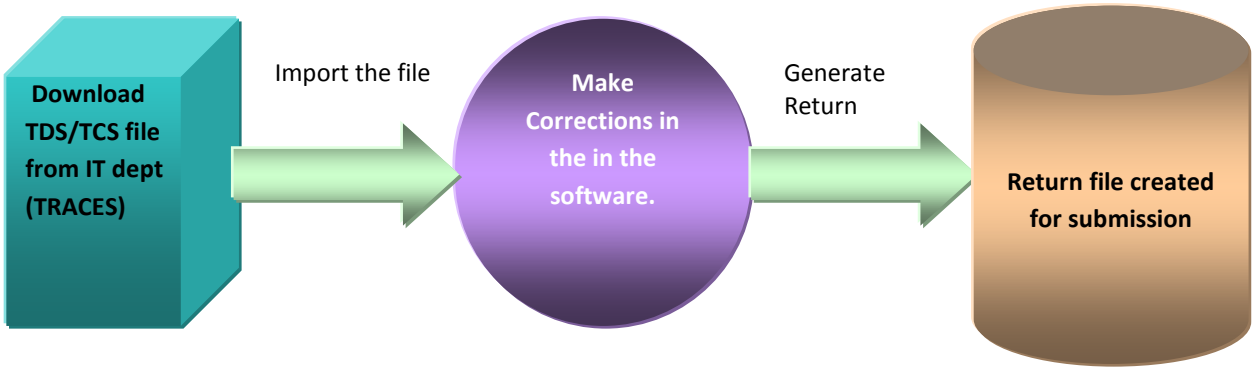
Process Diagram


LOGIN TO TDSMAN
Select TDS/TCS Form (24Q, 26Q, 27Q, 27EQ) from the transaction menu.
In the Form, select the Financial Year, Quarter and Company. Proceed with providing Challan and corresponding Deductee details.
After completion of all entries, generate the return and complete the validation process.
The validated file is to be copied on CD / Floppy / Pen drive for submission or upload.
Print Form 27A or 27B (as applicable) that is accompanied along with the CD / Floppy/ Pen Drive
The Receipt No. received on acceptance of the return is to be recorded as it is used at the time of printing TDS/ TCS certificates.

3.2.2 Correction of TDS Returns

This is the process through which the company/ deductor prepares the corrections of the TDS/TCS details submitted earlier to the Income tax department of India.

Figure 3-2 Processing of Correction Returns


Download TDS/TCS file from IT dept (TRACES)
Import the file
Make Corrections in the in the software.
Generate Return
Return file created for submission

3.3 Getting familiarized with the Action Buttons of TDSMAN

Figure 3-3 Table of Action Buttons

Add	**Enables you to create a new record.**
Save	**Enables you to save data. It could be a new record or a modified record.**
Cancel	**Enables you to reset the screen. The screen is now ready to accept a new entry.**
Edit	**Enables you to modify a record. This is to be clicked after selecting a record for modification purposes.**
Search	**Enables you search records using the search parameter(s). All records will be filtered and only searched records will be displayed.**
Refresh	**Enables you to restore the full list of records.**
Delete	**Enables you to delete a record. This button is to be clicked after selecting a record for deletion purposes.**
Exit	**Enables you to shift the control to the main screen of the software**

4 Masters

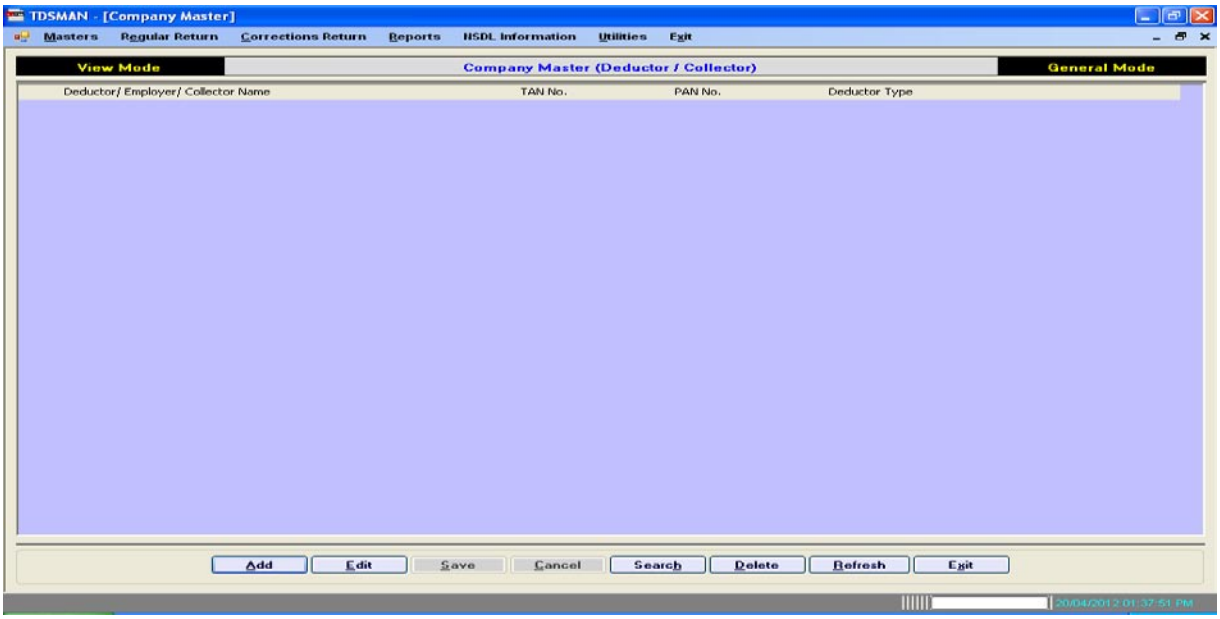
4.1 Company/Deductor Master

In Company master, the detail of all the companies/ deductors for which the return has to be prepared is created. In order to access the company details, click on the 'Add Company' tab in Fig. 4.1

Figure 4-1 Access Company Master

The following window, which displays the list of all the companies that have been defined in the TDSMAN database till now, appears. Currently, the grid is blank because we have not added any company.

Figure 4-2 Company Master

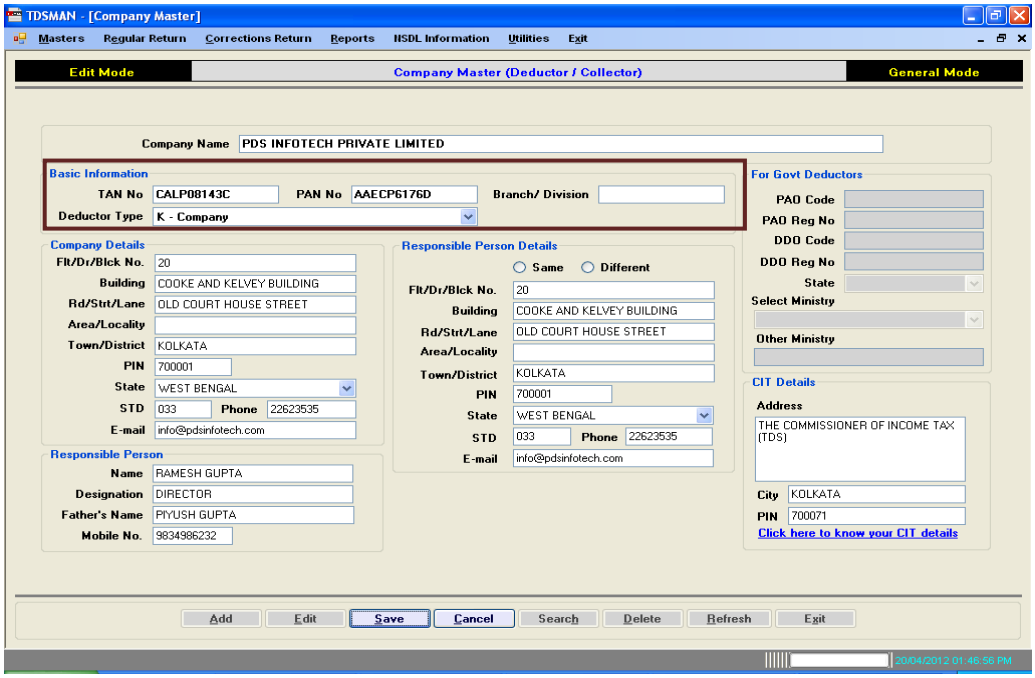


Add a new Company/Deductor

To define a new company, click on the 'Add' tab at the bottom of the screen.

The following window appears which assists you in defining a new company.

Figure 4-3 Company Master Details



In the above screen, there are self explanatory fields against which data has to be entered. Further, we can classify the fields into 2 broad following sections:

a. Details of Company: Enter the details of the company such as Company Name, TAN No., PAN No, Deductee Type, Address and other govt. details (if applicable).
b. Details of Responsible Person: Enter the details of the responsible person such as Name, Father's Name, Mobile No., Address etc.

Brief description of each field is mentioned below

Company Details

Company Name : Enter the company's name
TAN No. (Mandatory) : Enter the TAN No. of the company.
PAN No. (Mandatory) : Enter the PAN No. of the company.
Branch/Division : Enter the branch name or the division name of the company.
Deductor Type (mandatory) : Select the type of the company from the dropdown list provided.
Flt/Dr/Blck No. (mandatory) : Enter the Flt/Dr/Block No.
Building : Enter the building name.
Rd/Strt/Lane : Enter the name of the road/street/lane.
Area/Locality : Enter the name of the area/locality.
Town/District : Enter the name of the town/district.
PIN(mandatory) : Enter the Address PIN
State (mandatory) : Enter the name of the state.
STD (mandatory) : Enter the STD code of the company.

Phone (mandatory)	:	Enter the phone no. of the company.
E-mail (mandatory)	:	Enter the E-mail address of the company.

Govt. Deductors

PAO Code (mandatory)	:	Enter the PAO code
PAO Reg No.	:	Enter the PAO Registration. No.
DDO Code (mandatory)	:	Enter DDO Code.
DDO Reg. No	:	Enter the DDO Registration No.
State	:	Enter the ministry state (Applicable for State Government Deductors)
Ministry (mandatory)	:	In the ministry options if 'Other' is selected then enter other ministry.

Responsible Person details

Name (mandatory)	:	Enter the name of the responsible person
Designation (mandatory)	:	Enter the designation of the responsible person
Father's Name	:	Enter the father's name of the person concerned.
Mobile No. (mandatory)	:	Enter the mobile no. of the person concerned.
Flt/Dr/Blck No.(mandatory)	:	Enter the Flt/Dr/Block No.
Building	:	Enter the building name.
Rd/Strt/Lane	:	Enter the name of the road/street/lane.
Area/Locality	:	Enter the name of the area/locality.
Town/District	:	Enter the name of the town/district.
PIN (mandatory)	:	Enter the PIN no.
State (mandatory)	:	Enter the name of the state.
STD (mandatory)	:	Enter the STD code
Phone (mandatory)	:	Enter the phone no.
E-mail (mandatory)	:	Enter the E-mail address of the responsible person.

Modify a Company/Deductor

Refer to Section 3.3 Getting familiarized with the Action Buttons of TDSMAN

Note: All the modifications made in the company will only get reflected in the returns for which the return filling details are not mentioned.

Remove a Company/Deductor

Refer to Section 3.3 Getting familiarized with the Action Buttons of TDSMAN

Note: The company/deductor cannot be deleted if any return is made against it.

4.2 Deductee Master

In the Deductee master, the deductees can be created. Once Deductee is created in the master it will appear in the help window of transaction module. User just needs to select the Deductee from the help window to populate the details of the deductee in the required fields.

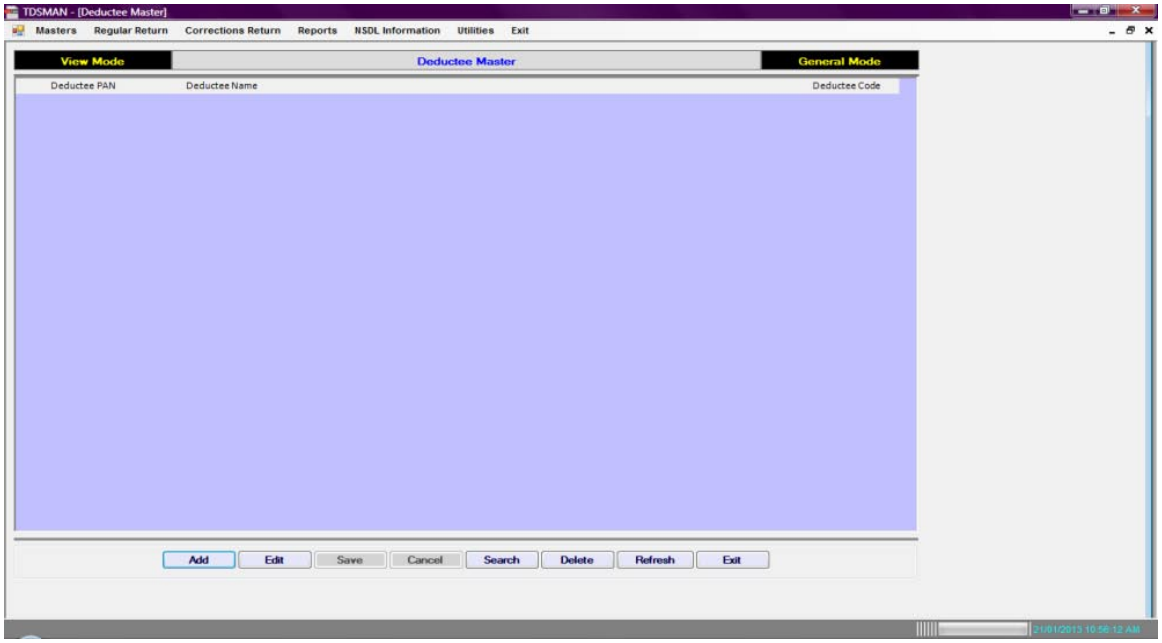
Note: Whenever a user saves a record of new deductee in transaction module, its master gets automatically created.

In order to access the deductee details, click on the 'Add Deductee' shortcut as shown in the front screen below:

Figure 4-4 Access Deductee Master

The following window appears which displays the list of all the deductees that have been defined in the TDSMAN software till now. Currently, the grid is blank because we have not entered any details yet.

Figure 4-5 Deductee Master

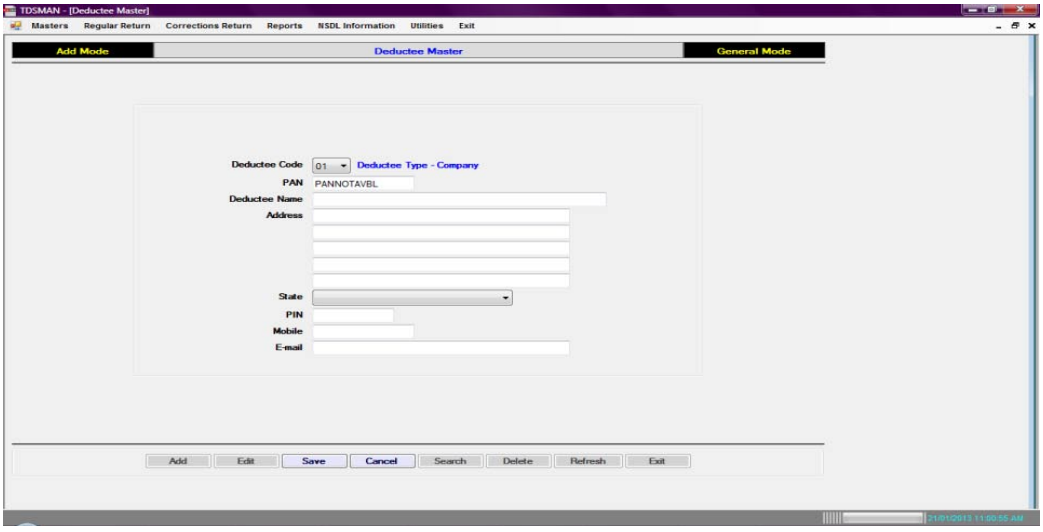


Add a new Deductee

To add a new deductee, click on the 'Add' button on the bottom of the screen.

The following window appears which assists you in adding a new deductee.

Figure 4-6 Deductee Master Details



The brief description of the fields is shown below:

Deductee Code (mandatory) : It has to be either 01 or 02. If deductee type is Company select 01 else if deductee type is non-company select 02.

PAN (mandatory)	:	Enter the PAN of the deductee. Incase the deductee is not having PAN then "PANNOTAVBL" has to be entered.
Deductee Name(mandatory)	:	Enter the name of the deductee.
Address	:	Enter the address.
State	:	Enter the state of the deductee
PIN	:	Enter the PIN of the deductee
Mobile	:	Enter the mobile no.
E-mail	:	Enter the e-mail address.

Note: Address, Mobile and Email of the deductee is not submitted in the TDS return. This is required only to print the TDS Certificate through the software.

Modify a Deductee

Refer to Section 3.3 Getting familiarized with the Action Buttons of TDSMAN

Remove a Deductee

Refer to Section 3.3 Getting familiarized with the Action Buttons of TDSMAN

Note: A deductee cannot be deleted if it has been used in the any return.

4.3 Employee Master

In Employee master, the details of the employees are created. Once the employee is available in the master, then the same will be available in the help window of the transaction screen of Form 24Q.

Note: Whenever a user enters a new deductee in transaction module, its master gets automatically created.

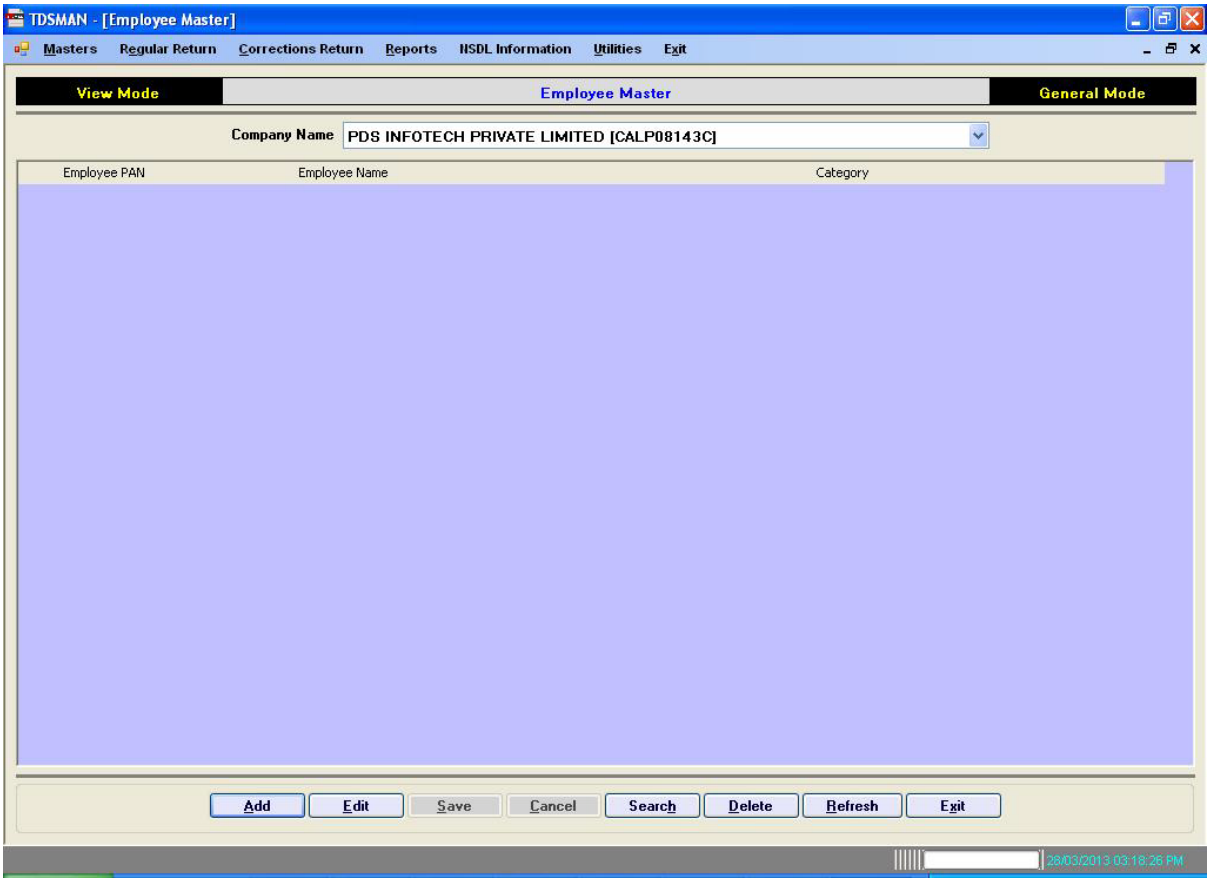
In order to access the employee details, click on the 'Add Employee' tab in Fig.4.7

Figure 4-7 Access Employee Master

The following window appears which displays the list of all the employees that have been defined in the TDSMAN database till now. Currently, the list is blank because we have not added any new employee to our master.

Note: An Employee is created under one company. The company has to be selected from the 'Company Name' selection box to do any activity – View, Add, modify - related to that company.

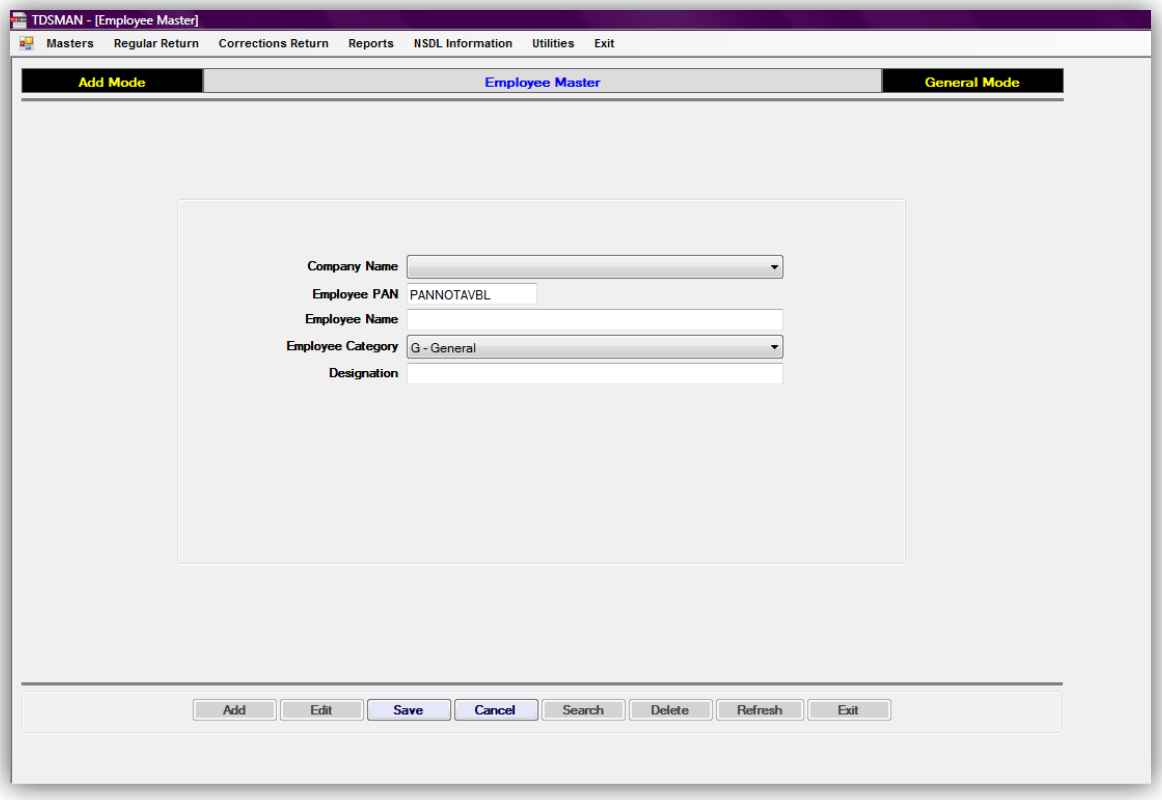
Figure 4-8 Employee Master



Add a new Employee

To add a new employee, click on the ‘Add’ button on the bottom of the screen.
The following window appears for creating a new employee.

Figure 4-9 Employee Master Details



The above screen shows the following fields of employee information:

Employee PAN(mandatory)	:	Enter the PAN No. of the employee.
Employee Category(mandatory)	:	Select the category from the dropdown list provided.
Employee Name(mandatory)	:	Enter the name of the employee.
Employee Ref. No.	:	Enter the company's reference no of the employee
Designation	:	Enter the designation of the employee.

Modify an Employee

Refer to Section 3.3 Getting familiarized with the Action Buttons of TDSMAN

Remove an Employee

Refer to Section 3.3 Getting familiarized with the Action Buttons of TDSMAN

Note: A deductee cannot be deleted if it has been used in the any return.

5 Regular Returns

To file the return you will have to select a particular form under which the return will be prepared. Basically there are four forms that can be selected. These four Forms are explained in section 3.1

There are three broad steps required for the preparation of the file for returns. They are as following:

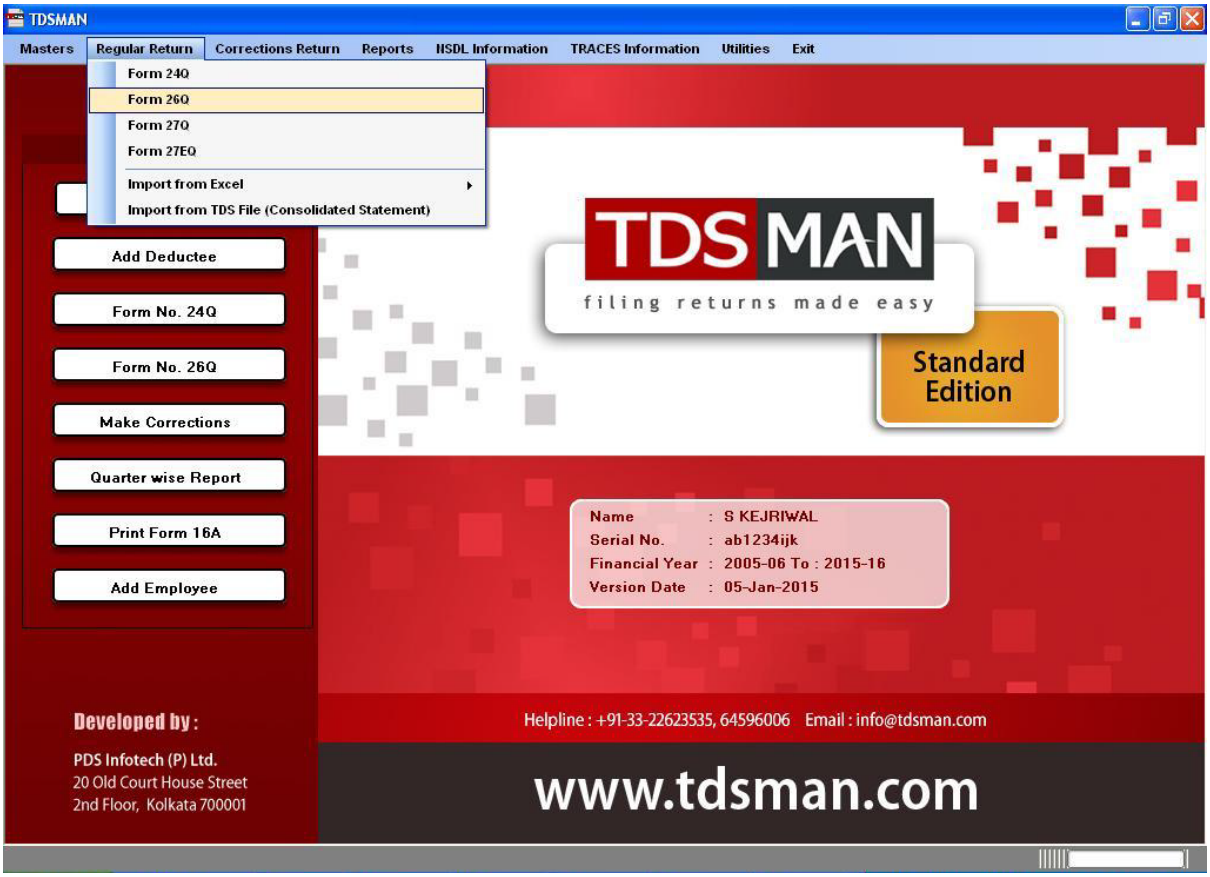
i. Selection of Parameters for filing the Returns
ii. Challan and Deductee Entry
iii. Generation of Returns

We shall discuss in details about all the steps mentioned above, over the subsequent sections.

As Form **26Q** is most popularly used, the same is being used to explain the operational procedure.

In order to select Form 26Q, click on 'Form 26Q' option in Regular Return menu as shown below Fig.5.1

Figure 5-1 Access Form 26Q



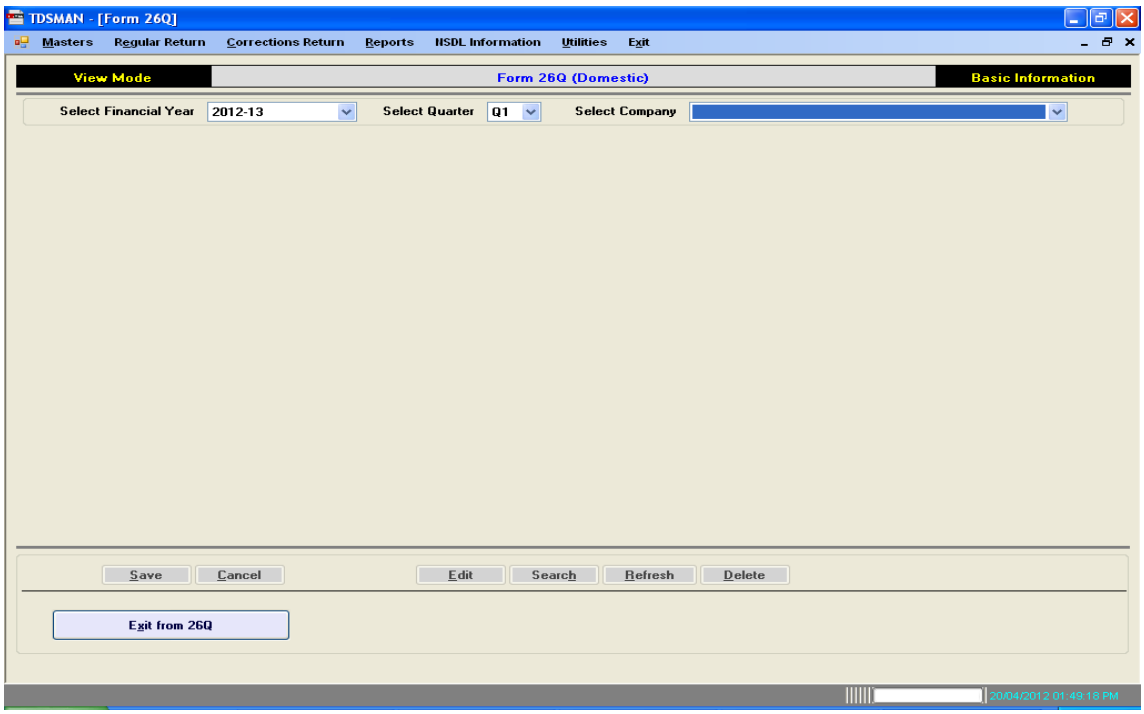
Form 26Q can also be selected by clicking on shortcut button

provided in the list of shortcuts. Ref. to fig 5.1.

5.1 Selection of Parameters for filing the Returns:

The following screen appears after the selection of Form 24Q. :

Figure 5-2 Parameter for Filing Returns

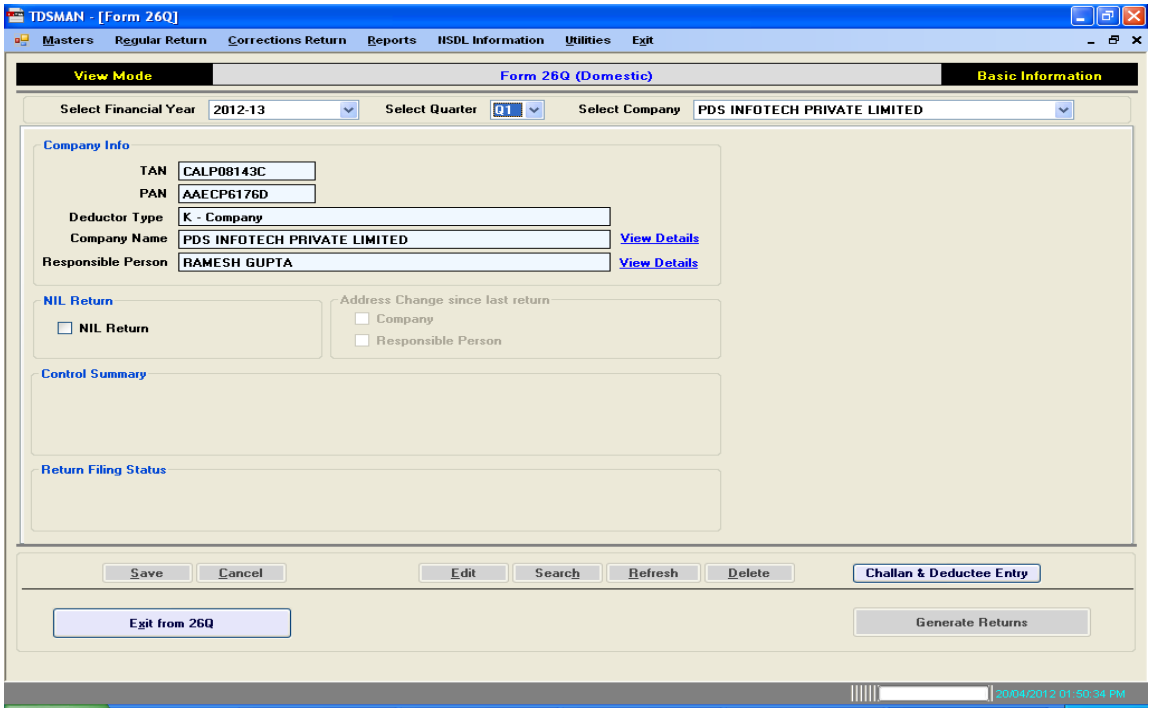


The following important parameters should be selected for a return:

Financial Year : Select the financial year of the return.
Quarter : Select the relevant quarter of the return
Company : Select the company for which the return will be prepared.

On selection of all the parameters as discussed above the following screen will be displayed:

Figure 5-3 Return Specific Details



This data window displays the details company as explained below:

Company Info

TAN : TAN No. is displayed.

PAN : PAN No. is displayed.

Deductor Type : Company Type is displayed.

Company Name : Name of the company is displayed.

Responsible Person : Name of the responsible person is displayed.

Last Token Number

It is mandatory to enter the token number of last regular return submitted for this form.

Control Summary

It shows the summary of the records saved in this return. It shows information such as no. of challans saved, No. of Deductee records saved, total amount shown in deductee details, total tax deduction shown in deductee details..

Return Filing Status

It displays the receipt no and other details mentioned in the acknowledgement copy, provided the user has entered the information in the Receipt Master, of the return filed.

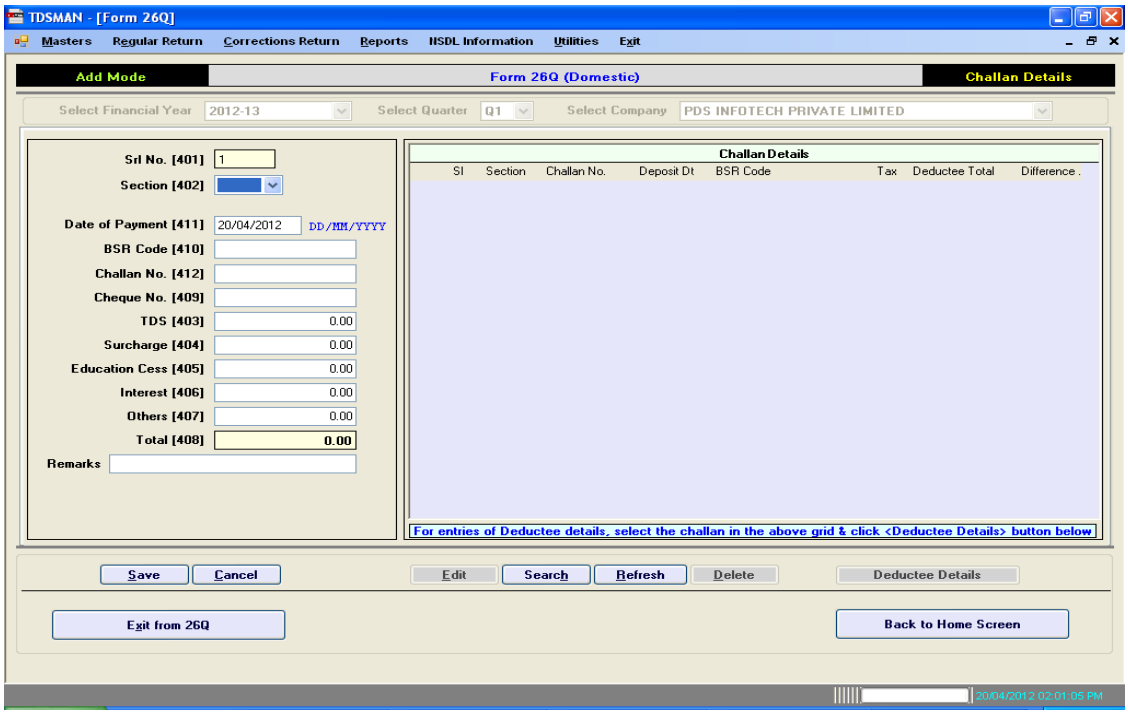
5.2 Challan and Deductee Entry

For all the TDS Deductions of the deductees made by the company/deductor challans are submitted. These challan and deductee details form the building blocks for the preparation of the return and are entered over here.

Adding a Challan

Click on the 'Challan and Deductee Entry' button provided at in above screen, refer to fig 5.3. On clicking this button, the following screen will be displayed:

Figure 5-4 Challan Screen



In this section we concentrate on entering and maintaining all the Challans, which have been submitted.

The above screen is divided into three sections:

i. The left panel is the area where data has to be entered
ii. The right panel displays records that has been entered
iii. The bottom part has the self labeled action buttons

The challan details screen consists of the following fields:

Srl No.	:	This is an auto generated sequential number.
Date of Payment	:	Enter the date on which Challan was submitted.
BSR Code	:	Enter the BSR code of the Bank.
Challan No.	:	Enter the Challan No.
TDS	:	Enter the TDS Value.
Surcharge	:	Enter the surcharge value.
Education Cess	:	Enter Education Cess.
Interest	:	Enter the interest value.
Fee	:	Enter the Fee value (paid for late submission of the

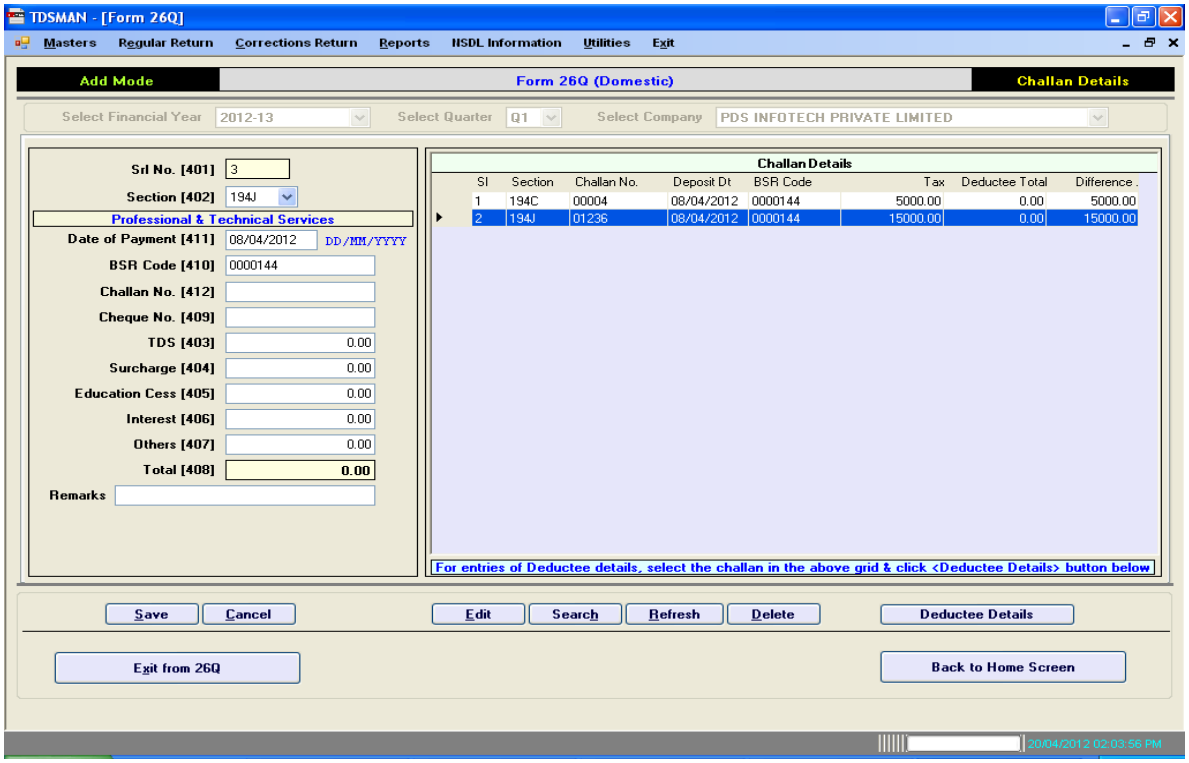
return).

Others	:	Enter other value, if any.
Total	:	The total value will get calculated and displayed automatically.
Minor Head	:	Select the appropriate Minor Head as mentioned in Challan.
Remarks	:	Enter remarks.

The above details will get recorded on clicking the 'Save' button.

The saved entry will be displayed on the right panel. As you save more entries, the records get displayed on the right panel. An illustrative screen of two saved challans is displayed as below:

Figure 5-5 Challan Details



Modify a Challan

In order to modify a challan, select the challan, you need to modify, from the right panel with the help of the mouse. Either double click on this entry or click on the 'Edit' button. The left panel will display details of the selected entry, which can now be modified and saved again.

Note: When a challan details is shown in modify mode, you will be able to see two additional fields viz. 'Interest (Allocated)' and 'Others (Allocated). By default the amount entered in interest and others fields are copied to allocated fields as well. The default values can be changed in this modify mode.

Delete a Challan

In order to delete a challan, select the challan you need to delete, from the right panel with the help of the mouse. After selecting the record click on 'Delete' button, then after seeking your confirmation the selected record will be deleted.

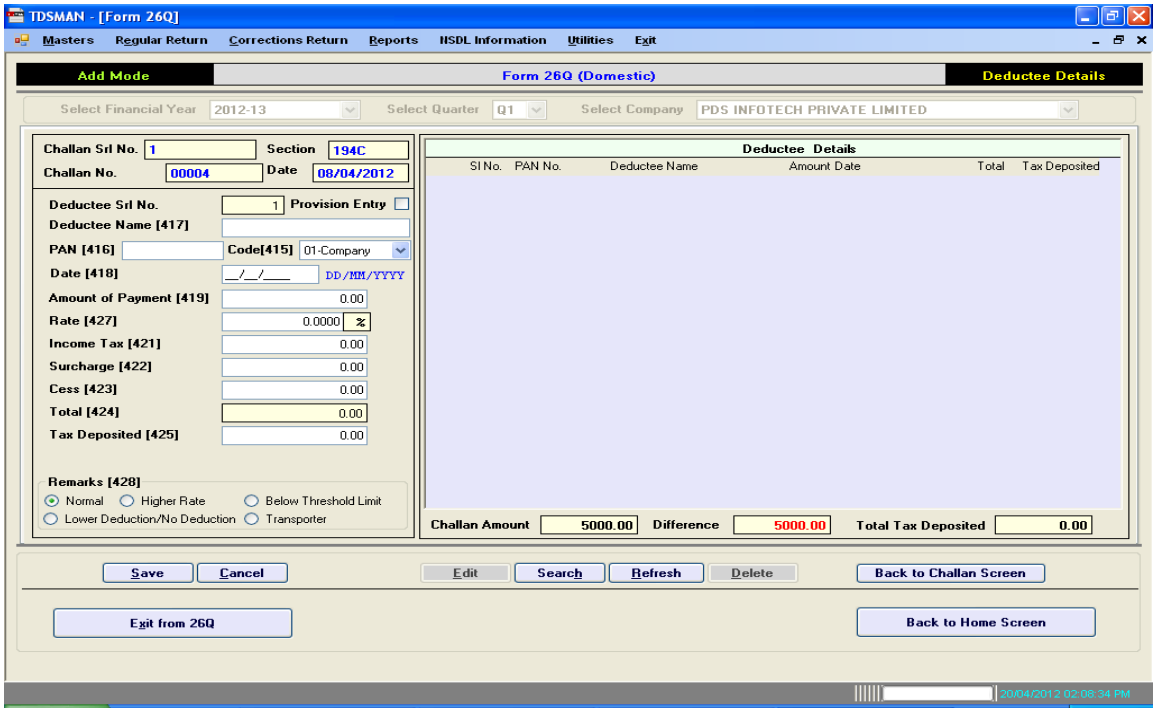
Note: Whenever a challan is deleted, then all the deductees present in that challan will also subsequently get deleted.

Add Deductee Details

To add the deductee against any Challan, select the particular Challan from the grid and click on Deductee Details button.

. This will transfer you to an interface, as shown below, for providing Deductee details:

Figure 5-6 Add Deductee



The above screen is divided into three sections:

- The left panel is the area where data has to be entered
- The right panel displays records as you keep on entering
- The bottom part has the self labeled action buttons

The challan details screen consists of the following fields:

Deductee Serial No.	:	This is an auto generated sequential number.
Deductee Name	:	Enter the name of the deductee.
PAN	:	Enter the PAN of the deductee.
Code	:	Select the deductee code from the dropdown list

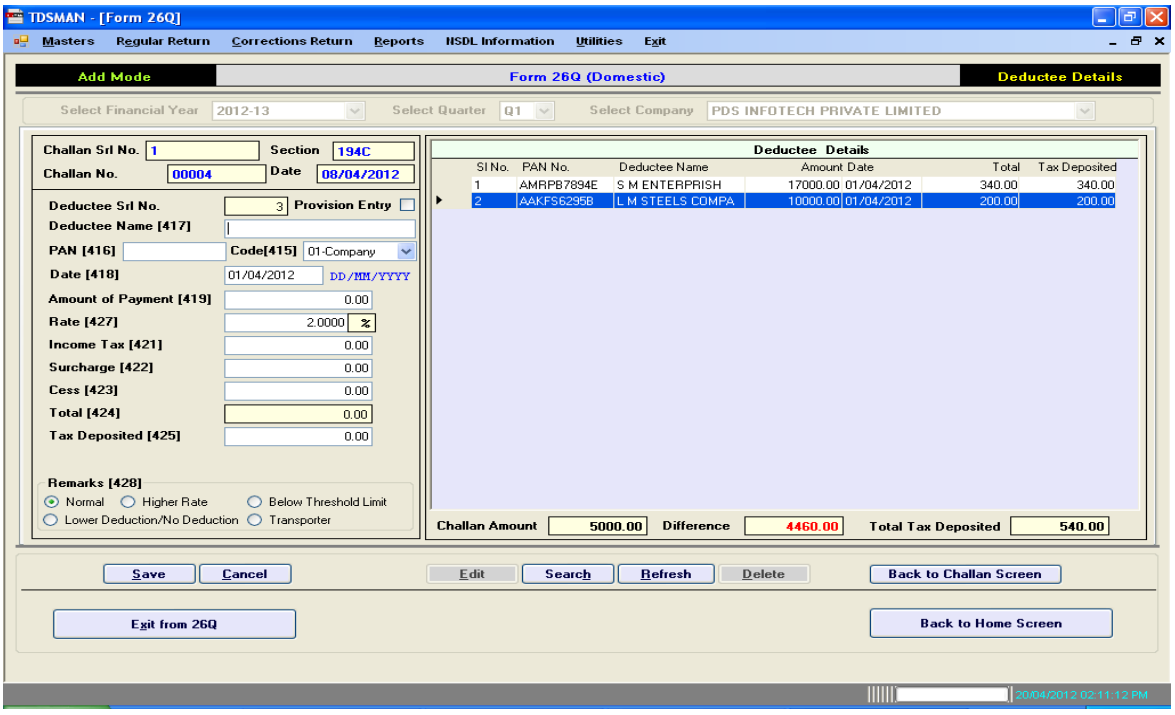
provided.

Section	:	Select the section under which TDS deduction for the record was done.
Payment Date	:	Enter the date on which the payment was made.
Amount of Payment	:	Enter the amount paid.
Rate	:	Enter the rate of TDS.
Income Tax	:	Enter the Income Tax deducted.
Surcharge	:	Enter Surcharge.
Cess	:	Enter Cess.
Total	:	The total deduction will automatically get populated here.
Remarks	:	Select the relevant non deduction remark
Certificate No.	:	Enter the certificate number if any non deduction or lower deduction remark is selected.

Click on the 'Save' button to record entered details.

The saved entry will be displayed on the right panel. As you keep on making more entries, keep saving each record and list of all the records will get displayed on the right panel. An illustrative screen is displayed as below:

Figure 5-7 Deductee Details



Deductee Master Help

While entering the deductee name, the software will provide a help screen having list of deductees matching with the value entered in the field. One can select the deductee from the help screen to populate the details in the required fields. Moreover, when a new deductee record is entered its master will automatically get created when the record is saved.

Modify a Deductee

In order to modify a deductee, select the deductee you need to modify, from the right panel with the help of the mouse. Either double click on this entry or click on the 'Edit' button. The selected entry will be displayed on the left panel which can now be modified and saved again.

Note: When a deductee details is shown in modify mode, you will be able to see an additional fields viz. 'Deducted Date'. By default the date entered in payment date field is copied to deducted date field as well. The default values can be changed in this modify mode.

Delete a Deductee

In order to delete a deductee, select the deductee you need to delete, from the right panel with the help of the mouse. After selecting the record click on 'Delete' button, then after seeking your reconfirmation the record will be deleted.

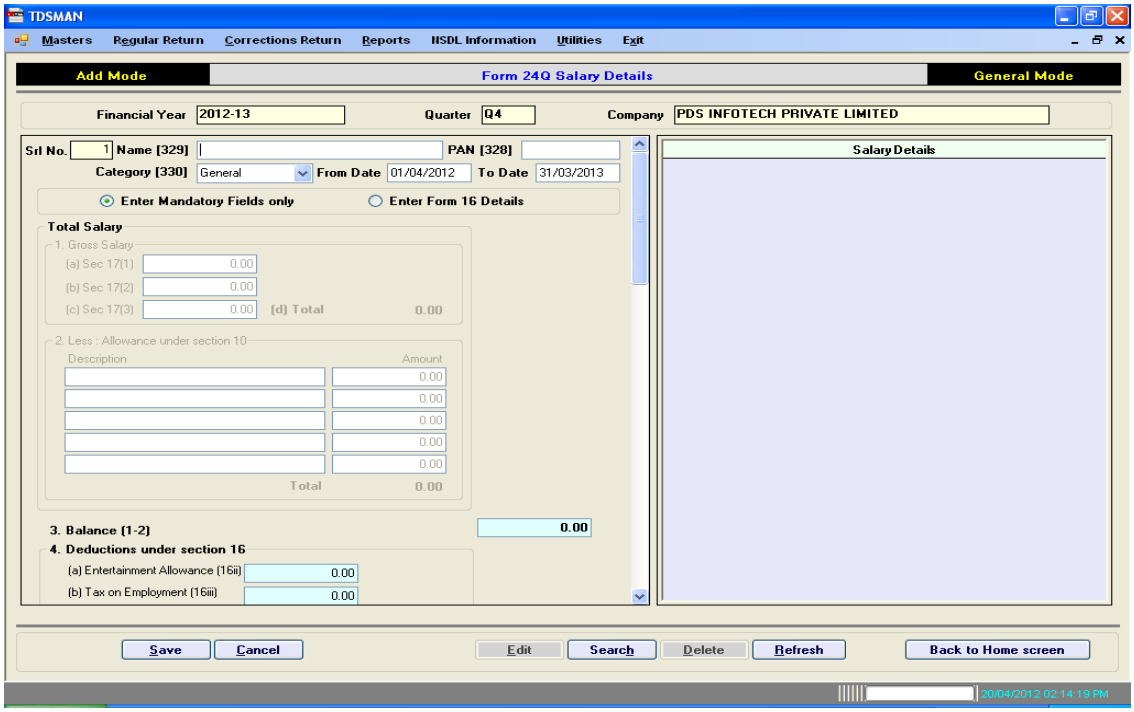
In case**, Form 24Q (salary return)** is selected then salary details have to be entered also.

Add Salary details

Note: Salary detail has to be entered in the 4th Quarter.

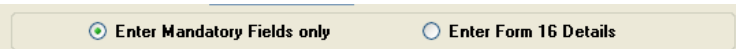
To enter the salary detail, click on the 'Salary detail' button on the Home Screen. You will be transferred to an interface displayed as below:

Figure 5-8 Add Salary



In this section we concentrate on entering salary details for each employee.

TDSMAN software provides you the option to select either 'Enter Mandatory Fields Only' or 'Enter Form 16 Details'. By default, the system selects the option 'Enter Mandatory Fields Only'.



One can select either of the two options based on the following:

Enter Mandatory Fields Only : On selecting this option, you will need to enter only those data required for preparing the TDS return.

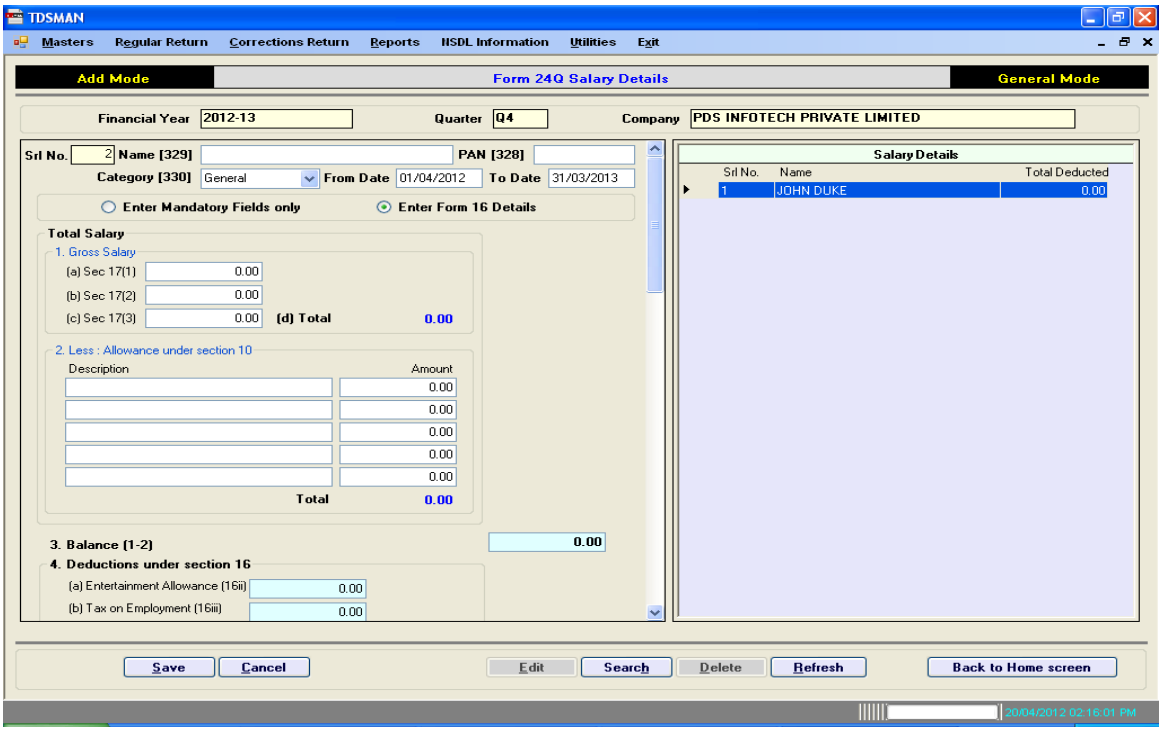
Enter Form 16 Details : On selecting this option, you will need to enter all information that will help in generating the Form 16(Salary Certificate) as well as in preparation of TDS returns.

The above screen is divided into three sections:

- The left panel is the area where data has to be entered
- The right panel displays records as you keep on entering
- The bottom part has the self labeled action buttons

Enter the details on the left panel as per the field description. After providing the details of each record click on the 'Save' button. The saved entry will be displayed on the right panel. As you make more entries, the records get displayed on the right panel. An illustrative screen is displayed as below:

Figure 5-9 Salary Details



Note: The sequencing of the fields is as per the Form 16 format provided by IT dept.

Employee Master Help

While entering the deductee name, the software will provide a help screen having list of deductees matching with the value entered in the field. One can select the deductee from the help screen to populate the details in the required fields. Moreover, when a new deductee record is entered its master will automatically get created when the record is saved.

Tax Calculation Help

The software will provide the value of tax that should have been deducted based on Taxable Income value provided. One can also click on 'View Calculation' to check the exact details of the calculation.

Total TDS deducted Help

The software will provide the value of total deduction done for that deductee in the relevant financial year by taking data from all the 4 quarters.

Modify a Salary record

In order to modify a salary record, select the record you need to modify, from the right panel with the help of the mouse. Either double click on this entry or click on the 'Edit' button. The selected entry will be displayed on the left panel which can now be modified and saved again.

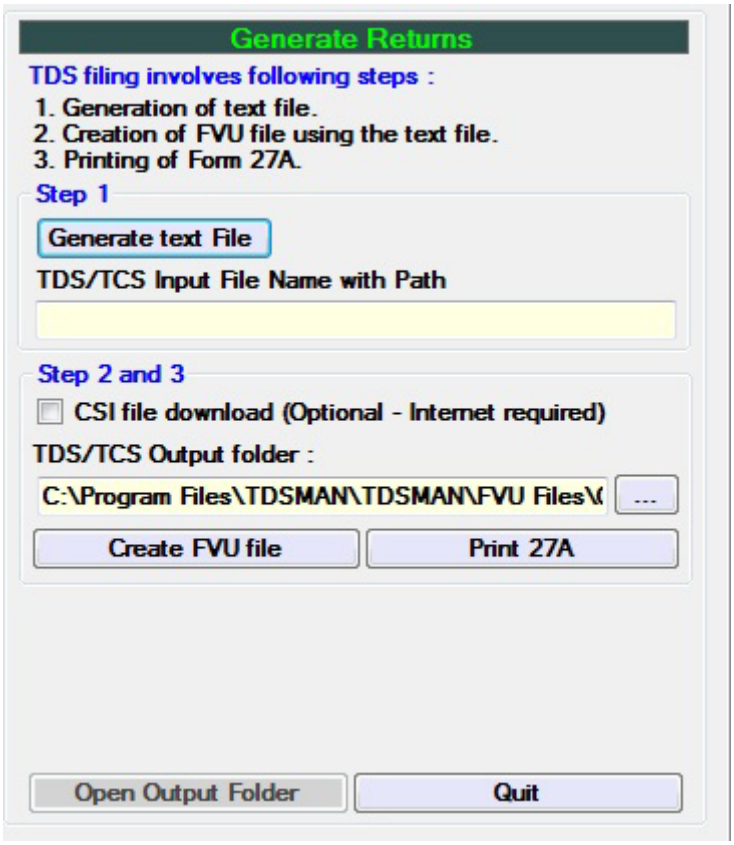
Delete a Salary record

In order to delete a salary record, select the record you need to delete, from the right panel with the help of the mouse. After selecting the record click on 'Delete' button, then after seeking your reconfirmation the record will be deleted.

5.3 Generation of Return

After the Challan & Deductee details (and also Salary Details in Form 24Q – Q4) have been entered, you are all set to generate your TDS / TCS return. The 'Generate Return' button is present on the Home Page of the For. Click on the 'Generate Return' and the following interface appears on the right panel:

Figure 5-10 Generate Returns



There are 3 steps involved in the Generation of returns.

i. Generate the text file
ii. Cross Verification of the challans
iii. Validation of the file generated using utility provided by IT department

We shall discuss in details about all the steps mentioned above, over the subsequent sections.

Generate the text file

In the first step you will have to generate the text file. This text file is used as an input file for the validation by the utility provided by Income Tax Department.

Cross Verification of the challans

In second step you can check / uncheck Automatic CSI file download link for which Internet connection is a prerequisite. This will download a file, which will have the Challan details as per IT records provided by the Bank, from the NSDL's website for cross verification of the challans.

Validation of the file generated using utility provided by IT department

Third step involves validating the text file generated in Step 1 and generating the FVU file for submission. While validating, the Challan details entered in the returns and Challan Detail as uploaded by Bank will be cross verified. In case automatic CSI file is unchecked then the path of this file should be manually provided.

On validation, the status in terms of successful / unsuccessful validation will be displayed and one can also view the report for subsequent action.

After the return has been generated and validated, the return has to be submitted to TIN-FC or it can also be uploaded as per the rules in NSDL's website. Steps for preparation for submission of the return are explained as under:

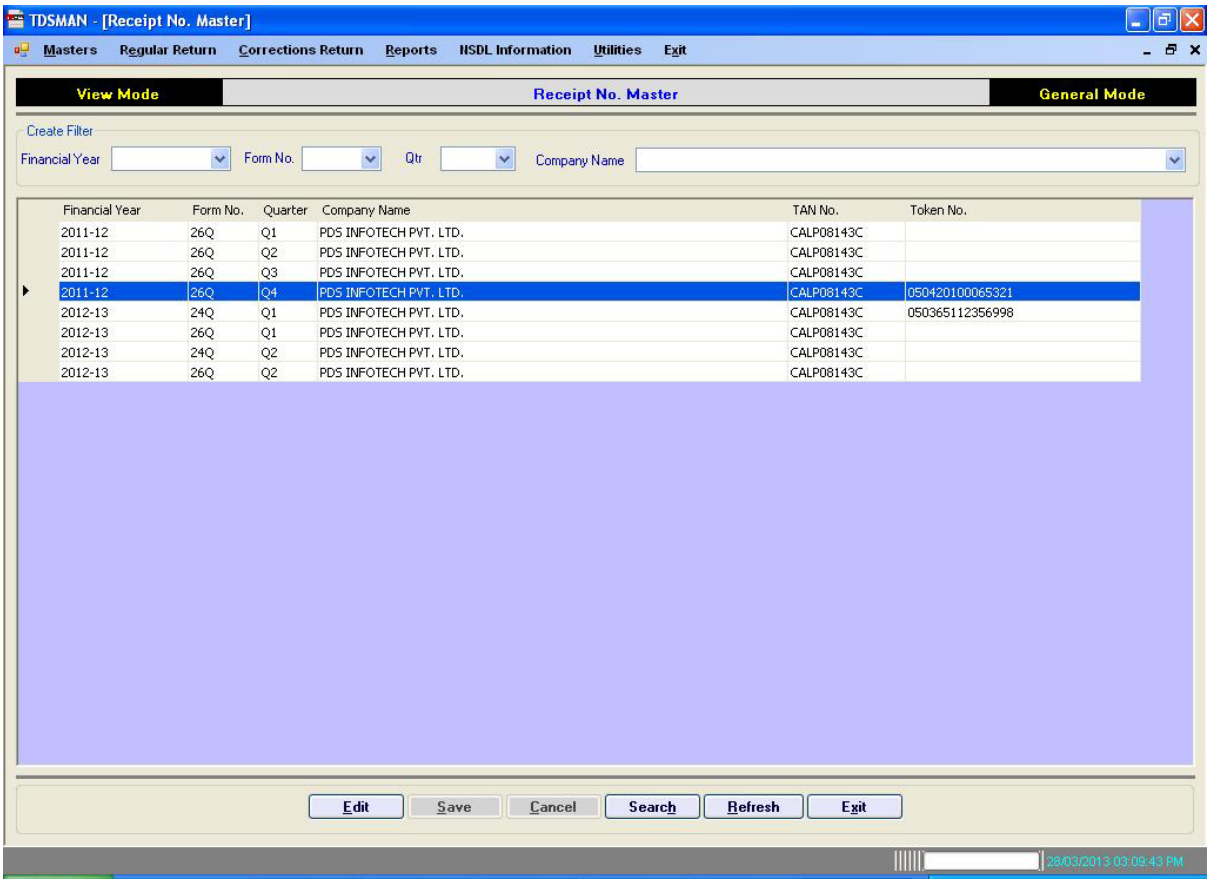
- Click on open output folder and copy the file having extension .fvu
- Print Form 27A by clicking on button 'Print Form 27A' which will also be required for submission of return along with the .fvu file in Floppy / CD / Pen drive.

5.4 Entering the Receipt Number of the Return

After the return is submitted to TIN-FC or uploaded online you will receive an acknowledgement document. The details of this acknowledgement receipt can be entered into the software using 'Receipt No' option present in the Master.

Once you click on the Receipt Number, you will get the following interface:

Figure 5-11 Enter Receipt Number



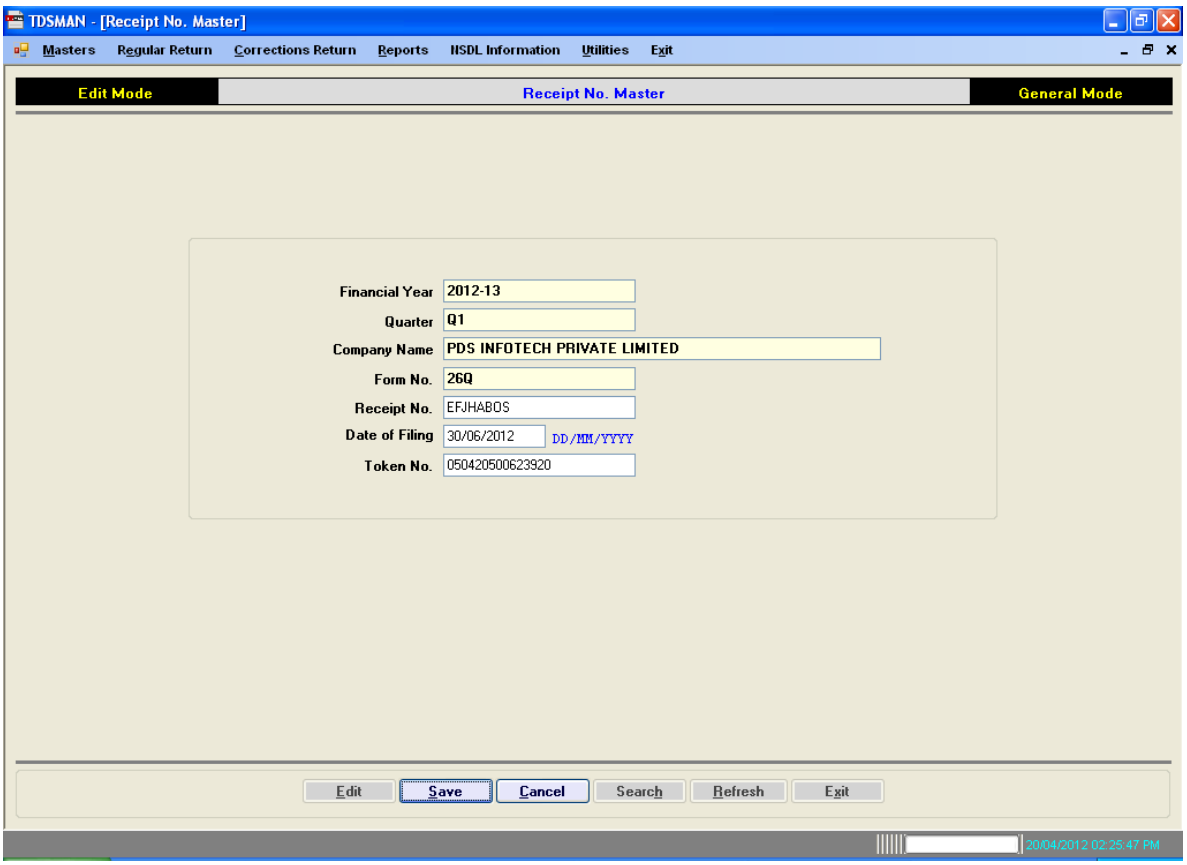
The salient feature of this interface is as given below:

- A grid is displayed with the records of all returns that has been created through the software

- The bottom part has self labelled action buttons

To add or Edit a Receipt Number you have to use your mouse to select the return given on the grid. After selecting a return (of a particular Company, Financial Year, Quarter, & Form) just double click on the record or select the Edit button to get the following Interface:

Figure 5-12 Edit Receipt No.



Here you can to record the details of the receipt and click on the 'Save' button.

6 Certificate & Report Printing

TDSMAN has an in-built comprehensive system for printing TDS / TCS certificates and reports. It generates report for on-screen viewing and printing hard copies serving multiple purposes such as record keeping, auditing, filtered queries, etc. The report interface is simple to use with convenient self-explanatory labels for understanding. Most of the reports have the facility for setting filters across multiple Form types, Quarters, Deductees, Section, etc.

6.1 Quarter Wise Reports

Purpose

This report is used to generate the details of all the records that have been submitted in a particular return. The user has to select the specific parameters on the basis of which the report will be generated.

Selections

Deductor (Company): Select the Deductor/Company for which the report has to be generated.

Financial Year : Select the Financial Year for which the report has to be generated.

Quarter No. : Select the Quarter No. for which the report has to be generated.

Form No. : Select the Form No. for which the report has to be generated.

Select Type

On the basis of the criteria provided, 'Select Type' gives the user the option of generating three different sections of this return. The different section are:

a. Company Info
b. Challan
c. Deductee/Employee

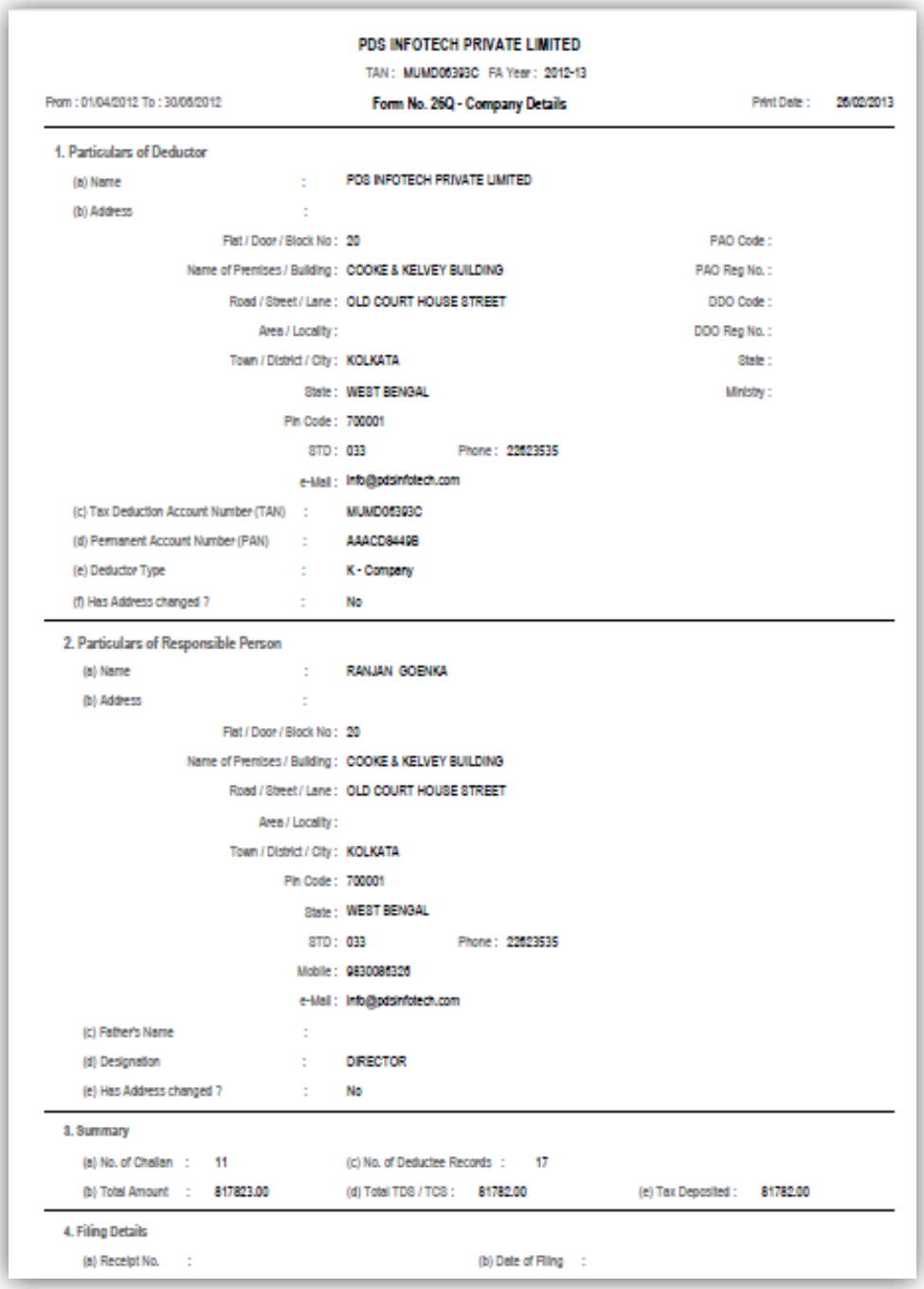
Note: Print all the sections of the report to view the complete details of the return submitted.

Each section is explained below.

a. Company info

This report provides the details of the company entered in the return. It also provides the summarized information of the challans and deductees submitted.

Figure 6-1 Report on Company Information



PDS INFOTECH PRIVATE LIMITED

TAN : MUMD06393C FA Year : 2012-13

From : 01/04/2012 To : 30/06/2012 **Form No. 26Q - Company Details** Print Date : 26/02/2013

1. Particulars of Deductor

(a) Name : PDS INFOTECH PRIVATE LIMITED

(b) Address :

Flat / Door / Block No : 20 PAO Code :

Name of Premises / Building : COOKE & KELVEY BUILDING PAO Reg No. :

Road / Street / Lane : OLD COURT HOUSE STREET DDO Code :

Area / Locality : DDO Reg No. :

Town / District / City : KOLKATA State :

State : WEST BENGAL Ministry :

Pin Code : 700001

STD : 033 Phone : 22823535

e-Mail : info@pdsinfotech.com

(c) Tax Deduction Account Number (TAN) : MUMD06393C

(d) Permanent Account Number (PAN) : AAACD8440B

(e) Deductor Type : K - Company

(f) Has Address changed ? : No

2. Particulars of Responsible Person

(a) Name : RANJAN GOENKA

(b) Address :

Flat / Door / Block No : 20

Name of Premises / Building : COOKE & KELVEY BUILDING

Road / Street / Lane : OLD COURT HOUSE STREET

Area / Locality :

Town / District / City : KOLKATA

Pin Code : 700001

State : WEST BENGAL

STD : 033 Phone : 22823535

Mobile : 9830086326

e-Mail : info@pdsinfotech.com

(c) Father's Name :

(d) Designation : DIRECTOR

(e) Has Address changed ? : No

3. Summary

(a) No. of Challan : 11 (c) No. of Deductee Records : 17

(b) Total Amount : 817823.00 (d) Total TDS / TCS : 81782.00 (e) Tax Deposited : 81782.00

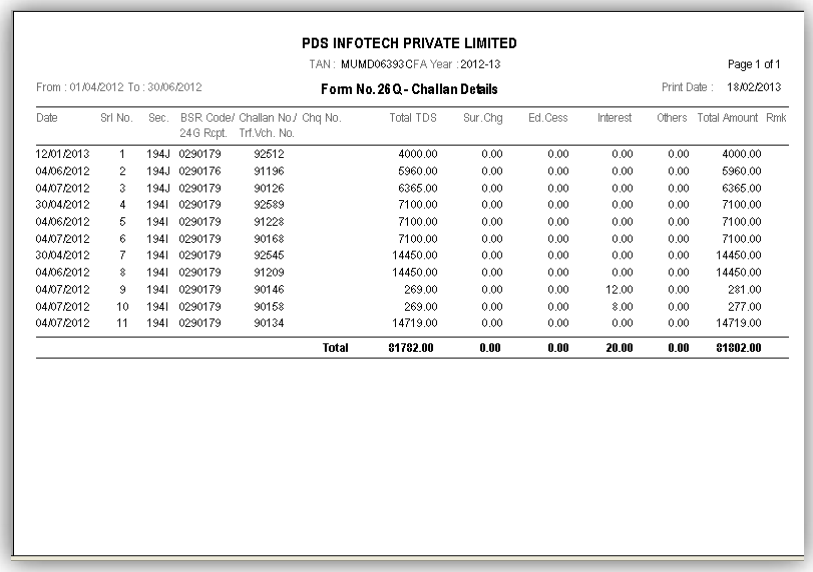
4. Filing Details

(a) Receipt No. : (b) Date of Filing :

b. Challan

This report provides the details of all the challans for the selected return. It can be sorted on the basis of the date, section or the way it has been entered.

Figure 6-2 Report on Challan Details



PDS INFOTECH PRIVATE LIMITED

TAN : MUMD06393C FA Year : 2012-13 Page 1 of 1

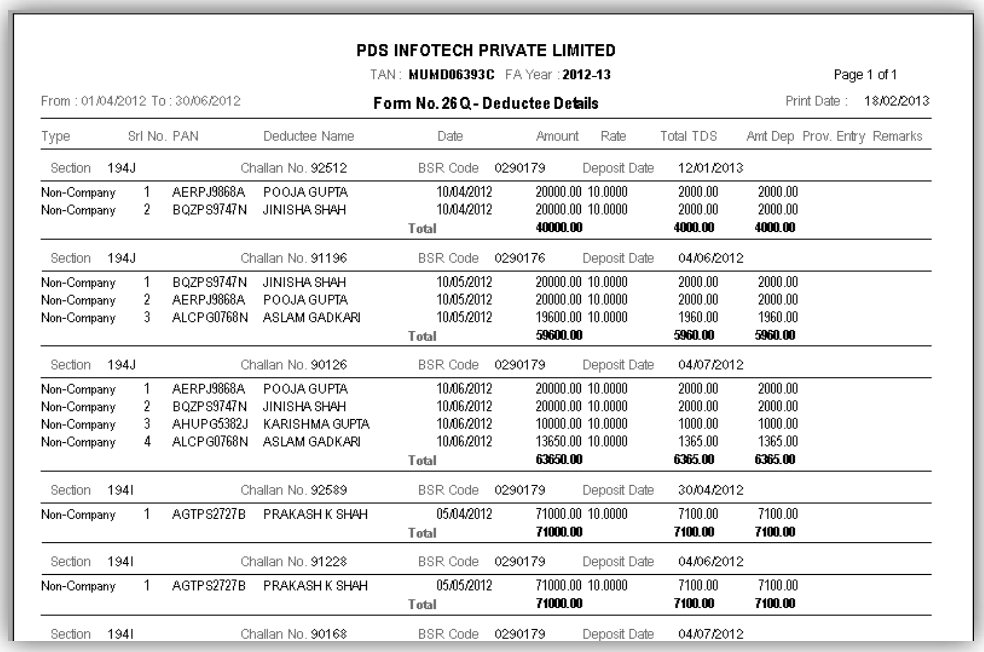
From : 01/04/2012 To : 30/06/2012 **Form No. 26 Q - Challan Details** Print Date : 18/02/2013

Date	Srl No.	Sec.	BSR Code/ 24G Rcpt.	Challan No./ Trf.Vch. No.	Chq No.	Total TDS	Sur.Chg	Ed.Cess	Interest	Others	Total Amount	Rmk
12/01/2013	1	194J	0290179	92512		4000.00	0.00	0.00	0.00	0.00	4000.00	
04/06/2012	2	194J	0290176	91196		5960.00	0.00	0.00	0.00	0.00	5960.00	
04/07/2012	3	194J	0290179	90126		6365.00	0.00	0.00	0.00	0.00	6365.00	
30/04/2012	4	194I	0290179	92589		7100.00	0.00	0.00	0.00	0.00	7100.00	
04/06/2012	5	194I	0290179	91228		7100.00	0.00	0.00	0.00	0.00	7100.00	
04/07/2012	6	194I	0290179	90168		7100.00	0.00	0.00	0.00	0.00	7100.00	
30/04/2012	7	194I	0290179	92545		14450.00	0.00	0.00	0.00	0.00	14450.00	
04/06/2012	8	194I	0290179	91209		14450.00	0.00	0.00	0.00	0.00	14450.00	
04/07/2012	9	194I	0290179	90146		269.00	0.00	0.00	12.00	0.00	281.00	
04/07/2012	10	194I	0290179	90158		269.00	0.00	0.00	8.00	0.00	277.00	
04/07/2012	11	194I	0290179	90134		14719.00	0.00	0.00	0.00	0.00	14719.00	
					Total	**81782.00**	**0.00**	**0.00**	**20.00**	**0.00**	**81802.00**	

c. Deductee

This report provides the details of all the deductee within the challans. The deductees can be sorted on deductee name, date or as entered, within the challan.

Figure 6-3 Report on Deductee Details



PDS INFOTECH PRIVATE LIMITED

TAN : **MUMD06393C** FA Year : **2012-13** Page 1 of 1

From : 01/04/2012 To : 30/06/2012 **Form No. 26 Q - Deductee Details** Print Date : 18/02/2013

Type	Srl No.	PAN	Deductee Name	Date	Amount	Rate	Total TDS	Amt Dep	Prov. Entry	Remarks
Section 194J			Challan No. 92512	BSR Code 0290179		Deposit Date 12/01/2013				
Non-Company	1	AERPJ9868A	POOJA GUPTA	10/04/2012	20000.00	10.0000	2000.00	2000.00		
Non-Company	2	BQZPS9747N	JINISHA SHAH	10/04/2012	20000.00	10.0000	2000.00	2000.00		
				Total	**40000.00**		**4000.00**	**4000.00**		
Section 194J			Challan No. 91196	BSR Code 0290176		Deposit Date 04/06/2012				
Non-Company	1	BQZPS9747N	JINISHA SHAH	10/05/2012	20000.00	10.0000	2000.00	2000.00		
Non-Company	2	AERPJ9868A	POOJA GUPTA	10/05/2012	20000.00	10.0000	2000.00	2000.00		
Non-Company	3	ALCPG0768N	ASLAM GADKARI	10/05/2012	19600.00	10.0000	1960.00	1960.00		
				Total	**59600.00**		**5960.00**	**5960.00**		
Section 194J			Challan No. 90126	BSR Code 0290179		Deposit Date 04/07/2012				
Non-Company	1	AERPJ9868A	POOJA GUPTA	10/06/2012	20000.00	10.0000	2000.00	2000.00		
Non-Company	2	BQZPS9747N	JINISHA SHAH	10/06/2012	20000.00	10.0000	2000.00	2000.00		
Non-Company	3	AHUPG5382J	KARISHMA GUPTA	10/06/2012	10000.00	10.0000	1000.00	1000.00		
Non-Company	4	ALCPG0768N	ASLAM GADKARI	10/06/2012	13650.00	10.0000	1365.00	1365.00		
				Total	**63650.00**		**6365.00**	**6365.00**		
Section 194I			Challan No. 92589	BSR Code 0290179		Deposit Date 30/04/2012				
Non-Company	1	AGTPS2727B	PRAKASH K SHAH	05/04/2012	71000.00	10.0000	7100.00	7100.00		
				Total	**71000.00**		**7100.00**	**7100.00**		
Section 194I			Challan No. 91228	BSR Code 0290179		Deposit Date 04/06/2012				
Non-Company	1	AGTPS2727B	PRAKASH K SHAH	05/05/2012	71000.00	10.0000	7100.00	7100.00		
				Total	**71000.00**		**7100.00**	**7100.00**		
Section 194I			Challan No. 90168	BSR Code 0290179		Deposit Date 04/07/2012				

6.2 Certificate Printing

Purpose

This report is used to print TDS & TCS Certificates. Form 16 is printed for Form 24Q (Salary), Form 16A is for Forms 26Q & 27Q and Form 27D is for Form 27EQ. As per the requirement, the user has to provide the criteria for generating printing all or selective certificates.

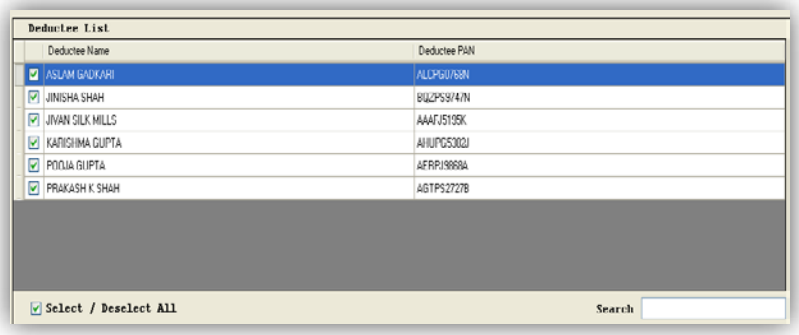
Run Time Selection Criteria

Deductor (Company): Select the Deductor/Company for which the certificate has to be generated.

Financial Year : Select the Financial Year for which the report has to be generated.

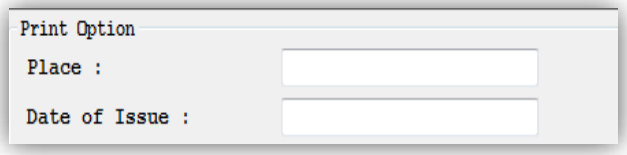
Quarter No. : Select the Quarter No. for which the report has to be generated.

On providing the above parameters, all the deductees present for the given criteria will get listed.



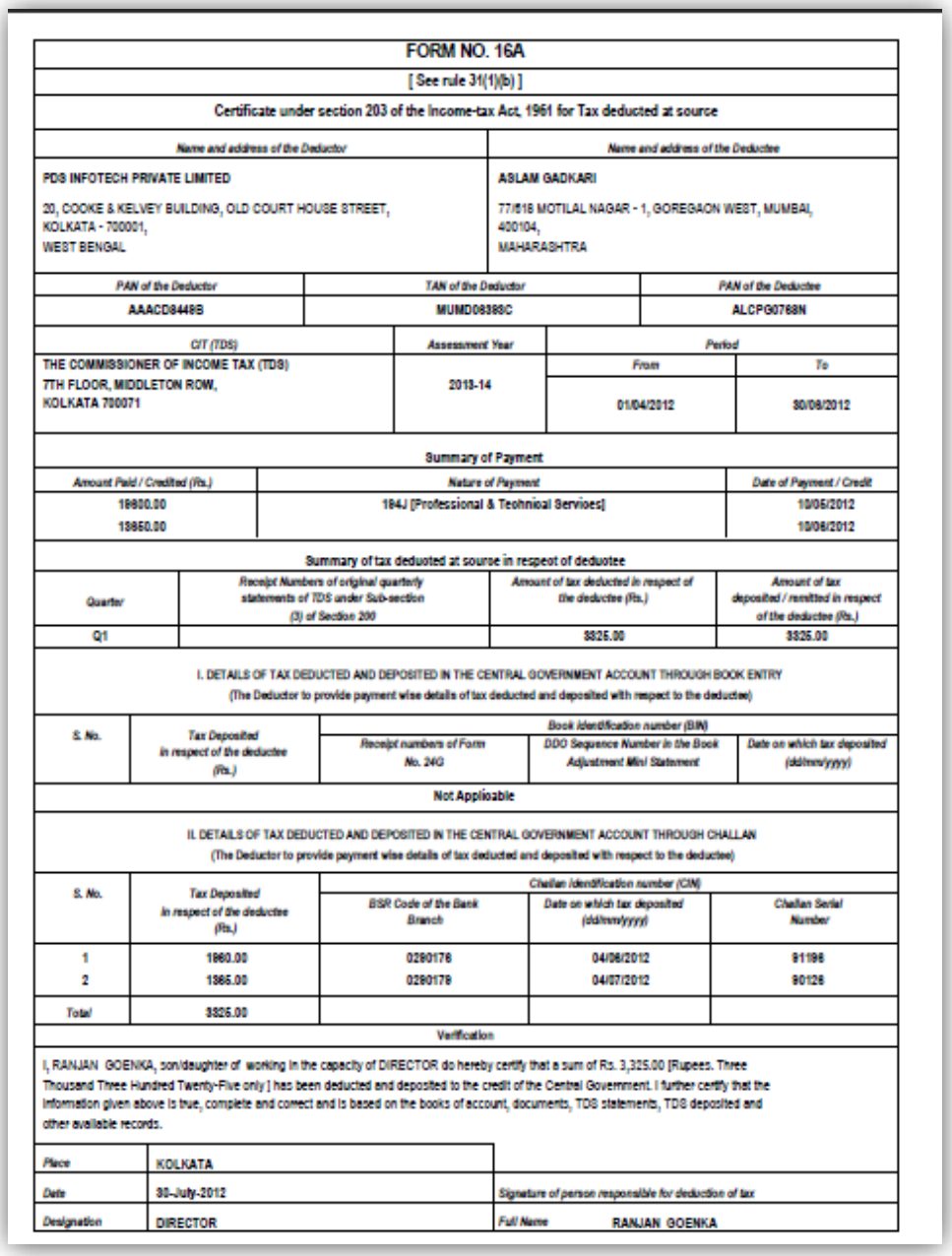
Select the deductees for which the TDS certificates have to be printed.

Enter values for Place and Date of Issue, if you want this to be printed in the certificate.



The following certificate will get printed.

Figure 6-4 Certificate - Form No 16A



FORM NO. 16A

[See rule 31(1)(b)]

Certificate under section 203 of the Income-tax Act, 1961 for Tax deducted at source

Name and address of the Deductor	*Name and address of the Deductee*
PDS INFOTECH PRIVATE LIMITED 20, COOKE & KELVEY BUILDING, OLD COURT HOUSE STREET, KOLKATA - 700001, WEST BENGAL	ASLAM GADKARI 77/618 MOTILAL NAGAR - 1, GOREGAON WEST, MUMBAI, 400104, MAHARASHTRA

PAN of the Deductor	*TAN of the Deductor*	*PAN of the Deductee*
AAACD8448B	MUMD08388C	ALCPG0768N

CIT (TDS)	*Assessment Year*	*Period*	
		From	*To*
THE COMMISSIONER OF INCOME TAX (TDS) 7TH FLOOR, MIDDLETON ROW, KOLKATA 700071	2013-14	01/04/2012	30/06/2012

Summary of Payment

Amount Paid / Credited (Rs.)	*Nature of Payment*	*Date of Payment / Credit*
19600.00	194J [Professional & Teohnioal Servioes]	10/05/2012
13650.00		10/06/2012

Summary of tax deducted at source in respect of deductee

Quarter	*Receipt Numbers of original quarterly statements of TDS under Sub-section (3) of Section 200*	*Amount of tax deducted in respect of the deductee (Rs.)*	*Amount of tax deposited / remitted in respect of the deductee (Rs.)*
Q1		3325.00	3325.00

I. DETAILS OF TAX DEDUCTED AND DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH BOOK ENTRY

(The Deductor to provide payment wise details of tax deducted and deposited with respect to the deductee)

S. No.	*Tax Deposited in respect of the deductee (Rs.)*	*Book Identification number (BIN)*		
		Receipt numbers of Form No. 24G	*DDO Sequence Number in the Book Adjustment Mini Statement*	*Date on which tax deposited (dd/mm/yyyy)*
Not Applicable				

II. DETAILS OF TAX DEDUCTED AND DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH CHALLAN

(The Deductor to provide payment wise details of tax deducted and deposited with respect to the deductee)

S. No.	*Tax Deposited in respect of the deductee (Rs.)*	*Challan Identification number (CIN)*		
		BSR Code of the Bank Branch	*Date on which tax deposited (dd/mm/yyyy)*	*Challan Serial Number*
1	1960.00	0290178	04/06/2012	91196
2	1365.00	0290178	04/07/2012	90126
Total	3325.00			

Verification

I, RANJAN GOENKA, son/daughter of working in the capacity of DIRECTOR do hereby certify that a sum of Rs. 3,325.00 [Rupees. Three Thousand Three Hundred Twenty-Five only] has been deducted and deposited to the credit of the Central Government. I further certify that the information given above is true, complete and correct and is based on the books of account, documents, TDS statements, TDS deposited and other available records.

Place	KOLKATA		
Date	30-July-2012	*Signature of person responsible for deduction of tax*	
Designation	DIRECTOR	*Full Name*	RANJAN GOENKA

6.3 Party/Employee wise – Detailed

Purpose

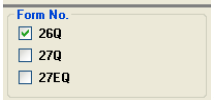
This report provides the details of all the deductions made for Parties / Employees for the any specific period for a particular Form or across different Forms, for a given financial year.
As per the requirement, the user has to provide the specific criteria on the basis of which the report will be generated.

Run Time Selection Criteria:

From Date : Enter the date from which the details of the deductees have to be generated.

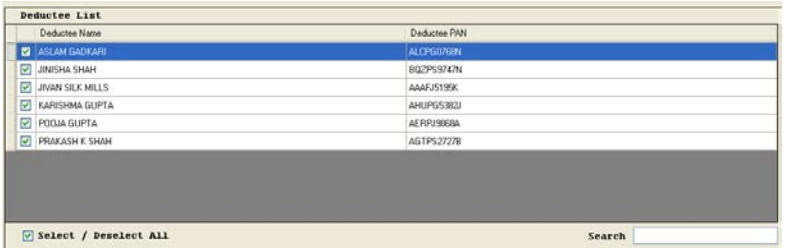
To Date : Enter the date till which the details of the deductees have to be generated.

Deductor (Company): Select the Deductor/Company for which the report has to be generated.

Party/Employee : Select either 'Party' or 'Employee'. If 'Party' is selected then you have to select either one or multiple forms 

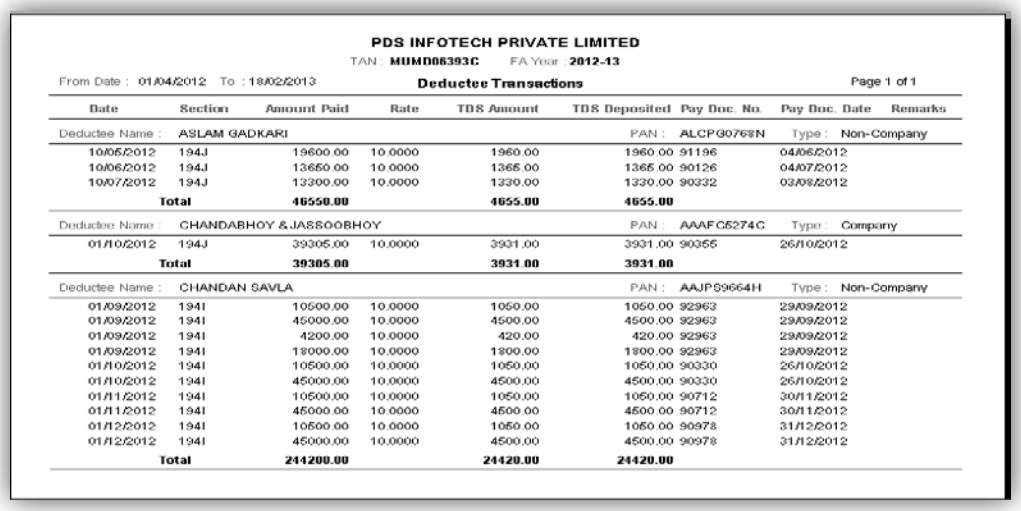
. However, if Employee is selected then Form 24Q will be selected.

On providing the above details, all the deductees present for the given criteria will get listed.



Select the deductees for which the report has to be generated.

Figure 6-5 Detailed Report on Deductions



PDS INFOTECH PRIVATE LIMITED

TAN : MUMD06393C FA Year : 2012-13

From Date : 01/04/2012 To : 18/02/2013 — Deductee Transactions — Page 1 of 1

Date	Section	Amount Paid	Rate	TDS Amount	TDS Deposited	Pay Doc. No.	Pay Doc. Date	Remarks
Deductee Name : ASLAM GADKARI					PAN : ALCPG0768N	Type : Non-Company		
10/05/2012	194J	19600.00	10.0000	1960.00	1960.00	91196	04/06/2012	
10/06/2012	194J	13650.00	10.0000	1365.00	1365.00	90126	04/07/2012	
10/07/2012	194J	13300.00	10.0000	1330.00	1330.00	90332	03/08/2012	
Total		**46550.00**		**4655.00**	**4655.00**			
Deductee Name : CHANDABHOY & JASSOOBHOY					PAN : AAAFC6274C	Type : Company		
01/10/2012	194J	39305.00	10.0000	3931.00	3931.00	90355	26/10/2012	
Total		**39305.00**		**3931.00**	**3931.00**			
Deductee Name : CHANDAN SAVLA					PAN : AAJPS9564H	Type : Non-Company		
01/09/2012	194I	10500.00	10.0000	1050.00	1050.00	92963	29/09/2012	
01/09/2012	194I	45000.00	10.0000	4500.00	4500.00	92963	29/09/2012	
01/09/2012	194I	4200.00	10.0000	420.00	420.00	92963	29/09/2012	
01/09/2012	194I	18000.00	10.0000	1800.00	1800.00	92963	29/09/2012	
01/10/2012	194I	10500.00	10.0000	1050.00	1050.00	90330	26/10/2012	
01/10/2012	194I	45000.00	10.0000	4500.00	4500.00	90330	26/10/2012	
01/11/2012	194I	10500.00	10.0000	1050.00	1050.00	90712	30/11/2012	
01/11/2012	194I	45000.00	10.0000	4500.00	4500.00	90712	30/11/2012	
01/12/2012	194I	10500.00	10.0000	1050.00	1050.00	90978	31/12/2012	
01/12/2012	194I	45000.00	10.0000	4500.00	4500.00	90978	31/12/2012	
Total		**244200.00**		**24420.00**	**24420.00**			

6.4 Party/Employee wise – Summary

Purpose

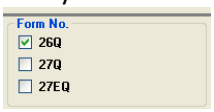
This report provides the summarized information of all the deductions made for Parties / Employees for the any specific period for a particular form or across different forms, for a given financial year. As per the requirement, the user has to provide the specific criteria on the basis of which the report will be generated.

Run Time Selection Criteria:

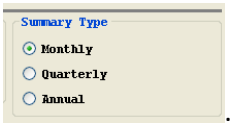
From Date : Enter the date from which the summary of the deductees have to be generated.

To Date : Enter the date till which the summary of the deductees have to be generated.

Deductor (Company): Select the Deductor/Company for which the report has to be generated.

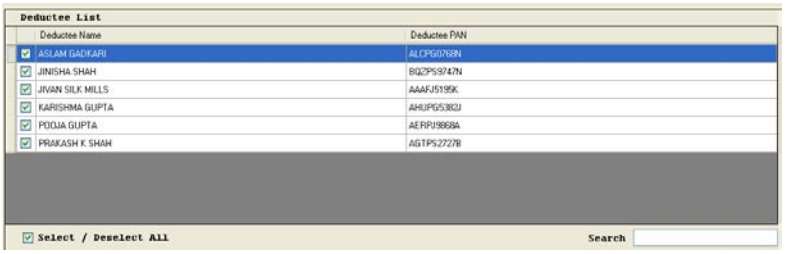
Party/Employee : Select either 'Party' or 'Employee'. If 'Party' is selected then you have to select either one or multiple forms 

. However, if employee is selected then Form 24Q will be selected.

Summary Type : Select the summary type from the given options 

. If Monthly Summary or Quarterly summary is selected then, additionally, the month range or quarter range has to be selected.

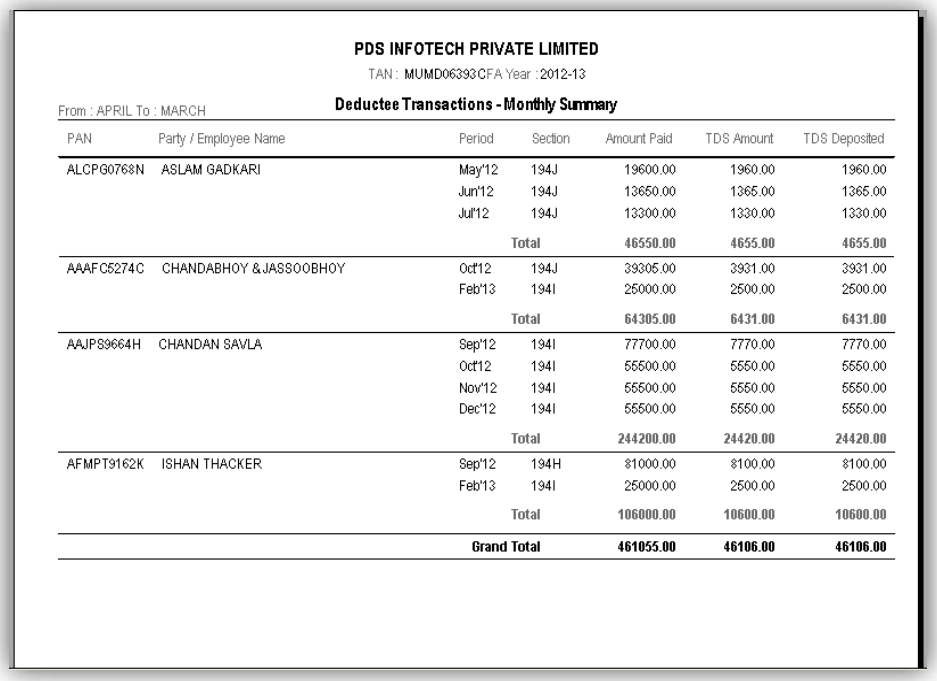
On providing the above details, all the deductees present for the given criteria will get listed.



Select the deductees for which the report has to be generated.

Monthly Summary

Figure 6-6 Employee/Party wise Summary Report – Monthly



PDS INFOTECH PRIVATE LIMITED

TAN : MUMD06393C FA Year : 2012-13

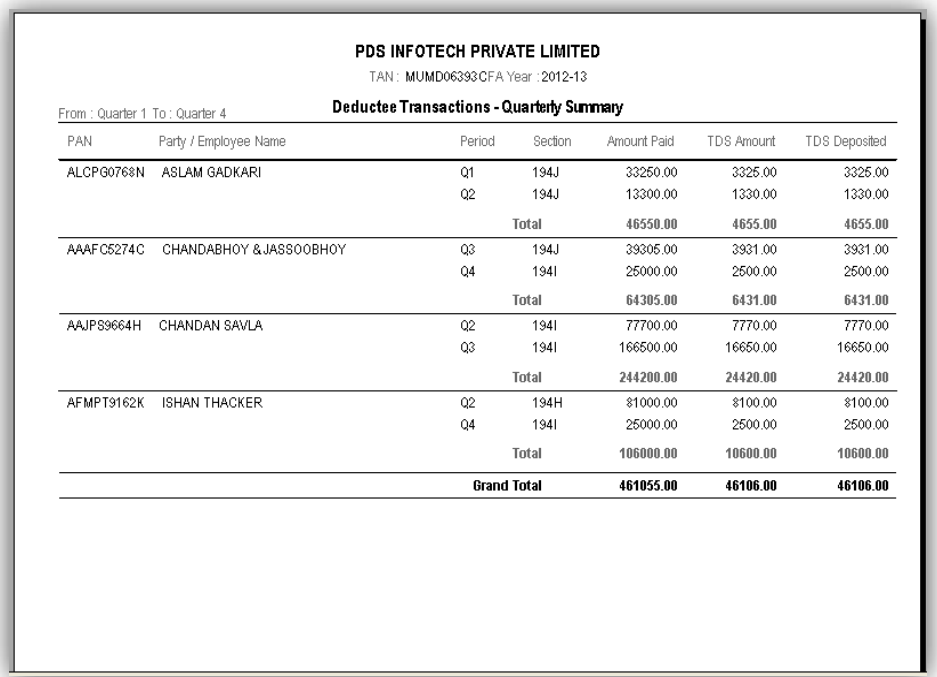
From : APRIL To : MARCH

Deductee Transactions - Monthly Summary

PAN	Party / Employee Name	Period	Section	Amount Paid	TDS Amount	TDS Deposited
ALCPG0768N	ASLAM GADKARI	May'12	194J	19600.00	1960.00	1960.00
		Jun'12	194J	13650.00	1365.00	1365.00
		Jul'12	194J	13300.00	1330.00	1330.00
			Total	**46550.00**	**4655.00**	**4655.00**
AAAFC5274C	CHANDABHOY &JASSOOBHOY	Oct'12	194J	39305.00	3931.00	3931.00
		Feb'13	194I	25000.00	2500.00	2500.00
			Total	**64305.00**	**6431.00**	**6431.00**
AAJPS9664H	CHANDAN SAVLA	Sep'12	194I	77700.00	7770.00	7770.00
		Oct'12	194I	55500.00	5550.00	5550.00
		Nov'12	194I	55500.00	5550.00	5550.00
		Dec'12	194I	55500.00	5550.00	5550.00
			Total	**244200.00**	**24420.00**	**24420.00**
AFMPT9162K	ISHAN THACKER	Sep'12	194H	81000.00	8100.00	8100.00
		Feb'13	194I	25000.00	2500.00	2500.00
			Total	**106000.00**	**10600.00**	**10600.00**
			Grand Total	**461055.00**	**46106.00**	**46106.00**

Quarterly report:

Figure 6-7 Employee/Party wise Summary Report - Quarterly



PDS INFOTECH PRIVATE LIMITED

TAN : MUMD06393C FA Year : 2012-13

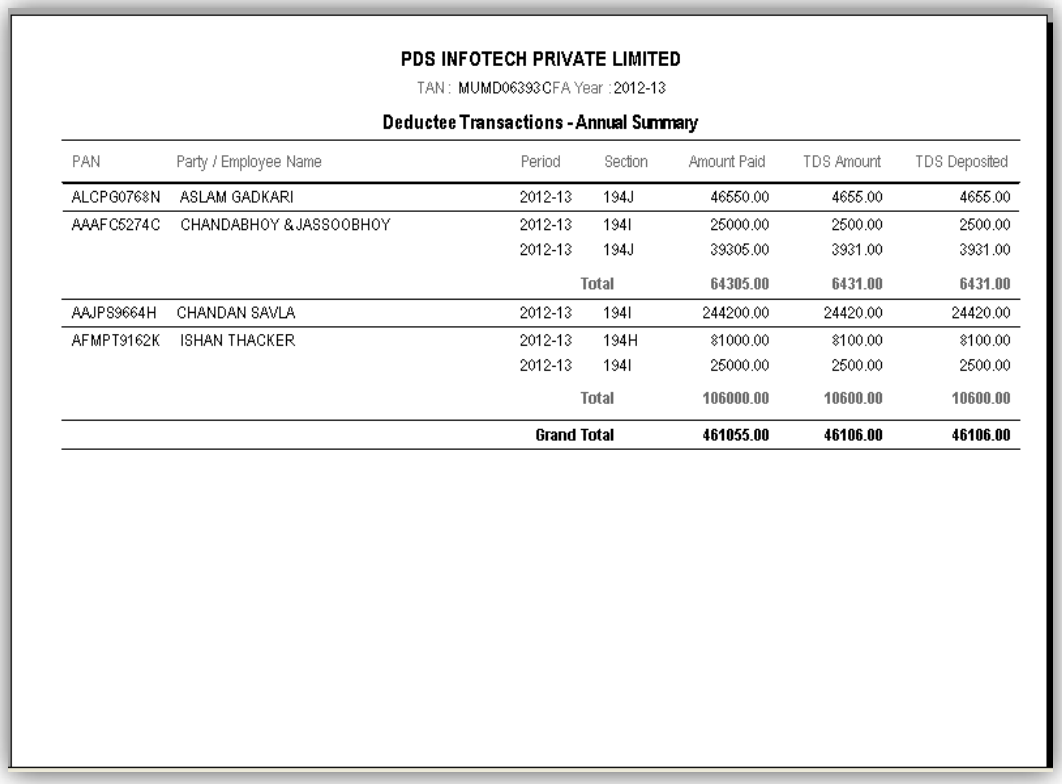
From : Quarter 1 To : Quarter 4

Deductee Transactions - Quarterly Summary

PAN	Party / Employee Name	Period	Section	Amount Paid	TDS Amount	TDS Deposited
ALCPG0768N	ASLAM GADKARI	Q1	194J	33250.00	3325.00	3325.00
		Q2	194J	13300.00	1330.00	1330.00
			Total	**46550.00**	**4655.00**	**4655.00**
AAAFC5274C	CHANDABHOY &JASSOOBHOY	Q3	194J	39305.00	3931.00	3931.00
		Q4	194I	25000.00	2500.00	2500.00
			Total	**64305.00**	**6431.00**	**6431.00**
AAJPS9664H	CHANDAN SAVLA	Q2	194I	77700.00	7770.00	7770.00
		Q3	194I	166500.00	16650.00	16650.00
			Total	**244200.00**	**24420.00**	**24420.00**
AFMPT9162K	ISHAN THACKER	Q2	194H	81000.00	8100.00	8100.00
		Q4	194I	25000.00	2500.00	2500.00
			Total	**106000.00**	**10600.00**	**10600.00**
			Grand Total	**461055.00**	**46106.00**	**46106.00**

Annual Summary:

Figure 6-8 Employee/Party wise Summary Report - Annual



PDS INFOTECH PRIVATE LIMITED

TAN : MUMD06393C FA Year : 2012-13

Deductee Transactions - Annual Summary

PAN	Party / Employee Name	Period	Section	Amount Paid	TDS Amount	TDS Deposited
ALCPG0768N	ASLAM GADKARI	2012-13	194J	46550.00	4655.00	4655.00
AAAFC5274C	CHANDABHOY &JASSOOBHOY	2012-13	194I	25000.00	2500.00	2500.00
		2012-13	194J	39305.00	3931.00	3931.00
			Total	**64305.00**	**6431.00**	**6431.00**
AAJPS9664H	CHANDAN SAVLA	2012-13	194I	244200.00	24420.00	24420.00
AFMPT9162K	ISHAN THACKER	2012-13	194H	81000.00	8100.00	8100.00
		2012-13	194I	25000.00	2500.00	2500.00
			Total	**106000.00**	**10600.00**	**10600.00**
			Grand Total	**461055.00**	**46106.00**	**46106.00**

6.5 Challan Report

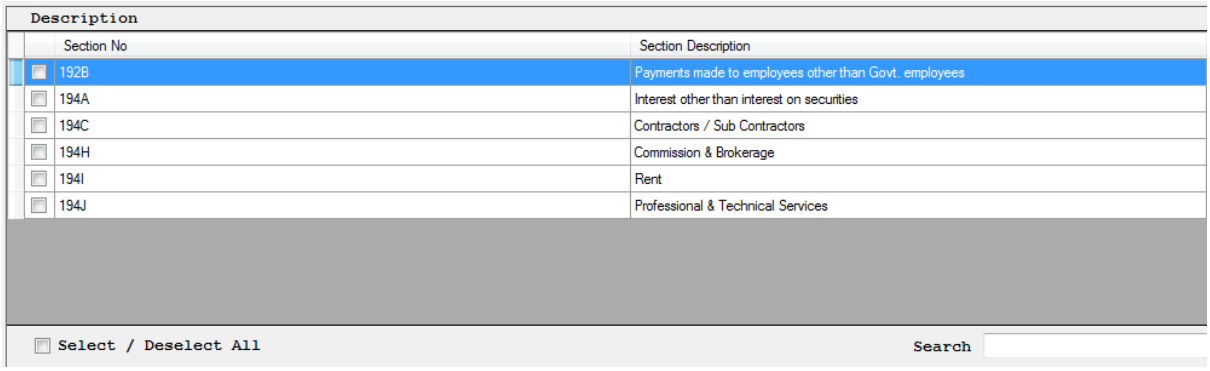
Purpose

This report provides the list of all the Challan payments made across one or multiple forms and further across one or multiple quarters for a given financial year.

Run Time Selection Criteria:

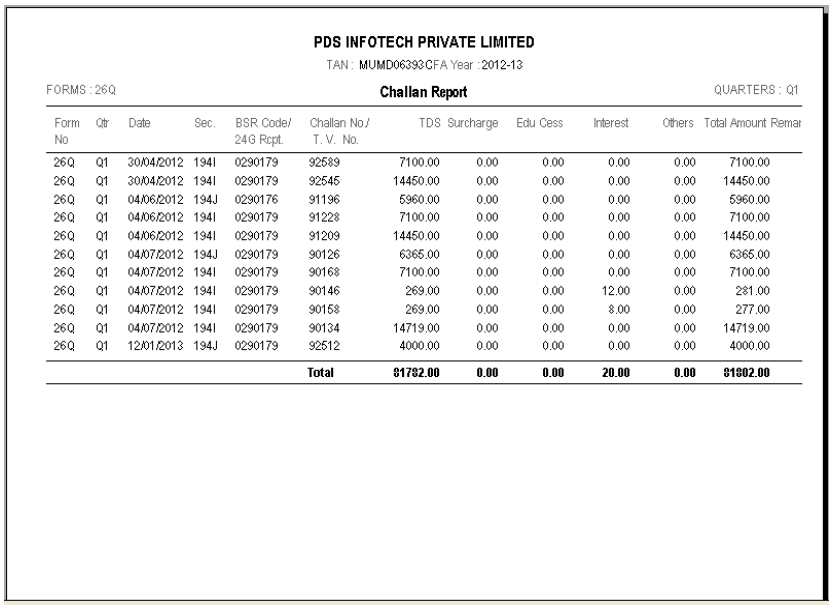
Company (TAN)	:	Select the company for which the report is to be generated.
FA Year	:	Select the Financial year for which the report is to be generated.
Challan Type	:	Select the type of the challan to filter out particular type of Challan.
Select Forms	:	Select one or multiple forms across which the report is to be generated.
Select Qtrs	:	Select one or multiple quarters across which the report is to be generated.

On providing the above details, all the challan sections present for the given criteria will get listed.



Select the sections for which the report has to be generated and press 'OK' button to print the report.

Figure 6-9 Challan Reports



PDS INFOTECH PRIVATE LIMITED

TAN : MUMD06393C FA Year : 2012-13

FORMS : 26Q — **Challan Report** — QUARTERS : Q1

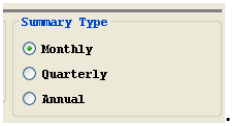
Form No	Qtr	Date	Sec.	BSR Code/ 24G Rcpt.	Challan No./ T. V. No.	TDS	Surcharge	Edu Cess	Interest	Others	Total Amount	Remar
26Q	Q1	30/04/2012	194I	0290179	92589	7100.00	0.00	0.00	0.00	0.00	7100.00	
26Q	Q1	30/04/2012	194I	0290179	92545	14450.00	0.00	0.00	0.00	0.00	14450.00	
26Q	Q1	04/06/2012	194J	0290176	91196	5960.00	0.00	0.00	0.00	0.00	5960.00	
26Q	Q1	04/06/2012	194I	0290179	91228	7100.00	0.00	0.00	0.00	0.00	7100.00	
26Q	Q1	04/06/2012	194I	0290179	91209	14450.00	0.00	0.00	0.00	0.00	14450.00	
26Q	Q1	04/07/2012	194J	0290179	90126	6365.00	0.00	0.00	0.00	0.00	6365.00	
26Q	Q1	04/07/2012	194I	0290179	90168	7100.00	0.00	0.00	0.00	0.00	7100.00	
26Q	Q1	04/07/2012	194I	0290179	90146	269.00	0.00	0.00	12.00	0.00	281.00	
26Q	Q1	04/07/2012	194I	0290179	90158	269.00	0.00	0.00	8.00	0.00	277.00	
26Q	Q1	04/07/2012	194I	0290179	90134	14719.00	0.00	0.00	0.00	0.00	14719.00	
26Q	Q1	12/01/2013	194J	0290179	92512	4000.00	0.00	0.00	0.00	0.00	4000.00	
					Total	**81782.00**	**0.00**	**0.00**	**20.00**	**0.00**	**81802.00**	

6.6 Summary Report – Deductions

Purpose
This report provides the summarized information of all the deductions made by a company for the any specific period for a particular form or across different forms, for a given financial year.

As per the requirement, the user has to provide the specific criteria on the basis of which the report will be generated.

Run Time Selection Criteria

Company (TAN)	:	Select the company for which the report is to be generated.
FA Year	:	Select the Financial year for which the report is to be generated.
Challan Type	:	Select the type of the challan to filter out particular type of Challan.
Select Forms	:	Select one or multiple forms across which the report is to be generated.
Summary Type	:	Select the summary type from the given options  . If Monthly Summary or Quarterly summary is selected then, additionally, the month range or quarter range has to be selected.

Click on 'OK' button to print the report based on above selections.

Monthly Summary:

Figure 6-10 Summarized Deductions for a Company - Monthly Report

PDS INFOTECH PRIVATE LIMITED

TAN : MUMD06393C FA Year : 2012-13

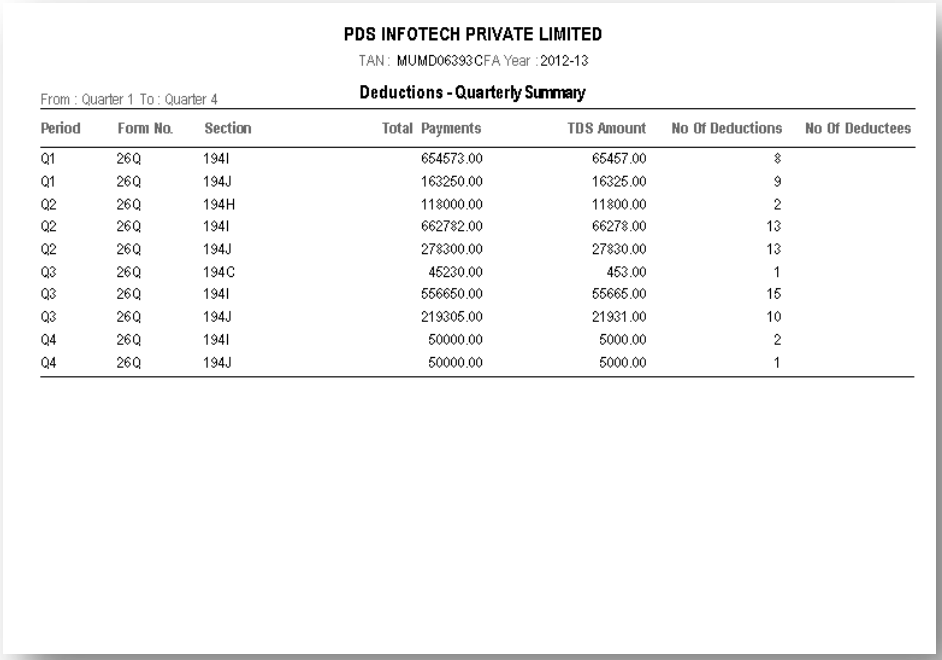
From : APRIL - 2012 To : MARCH - 2013

Deductions - Monthly Summary

Period	Form No.	Section	Total Payments	TDS Amount	No Of Deductions	No Of Deductees
Apr	26Q	194I	218191.00	21819.00	3	
Apr	26Q	194J	40000.00	4000.00	2	
May	26Q	194I	218191.00	21819.00	3	
May	26Q	194J	59600.00	5960.00	3	
Jun	26Q	194I	218191.00	21819.00	2	
Jun	26Q	194J	63650.00	6365.00	4	
Jul	26Q	194I	218191.00	21819.00	2	
Jul	26Q	194J	83300.00	8330.00	6	
Aug	26Q	194I	218191.00	21819.00	2	
Aug	26Q	194J	135000.00	13500.00	4	
Sep	26Q	194H	118000.00	11800.00	2	
Sep	26Q	194I	226400.00	22640.00	9	
Sep	26Q	194J	60000.00	6000.00	3	
Oct	26Q	194I	185550.00	18555.00	5	
Oct	26Q	194J	99305.00	9931.00	4	
Nov	26Q	194I	185550.00	18555.00	5	
Nov	26Q	194J	60000.00	6000.00	3	
Dec	26Q	194C	45230.00	453.00	1	
Dec	26Q	194I	185550.00	18555.00	5	
Dec	26Q	194J	60000.00	6000.00	3	
Jan	26Q	194J	50000.00	5000.00	1	
Feb	26Q	194I	50000.00	5000.00	2	

Quarterly Summary

Figure 6-11 Summarized Deductions for a Company - Quarterly Report



PDS INFOTECH PRIVATE LIMITED

TAN : MUMD06393CFA Year :2012-13

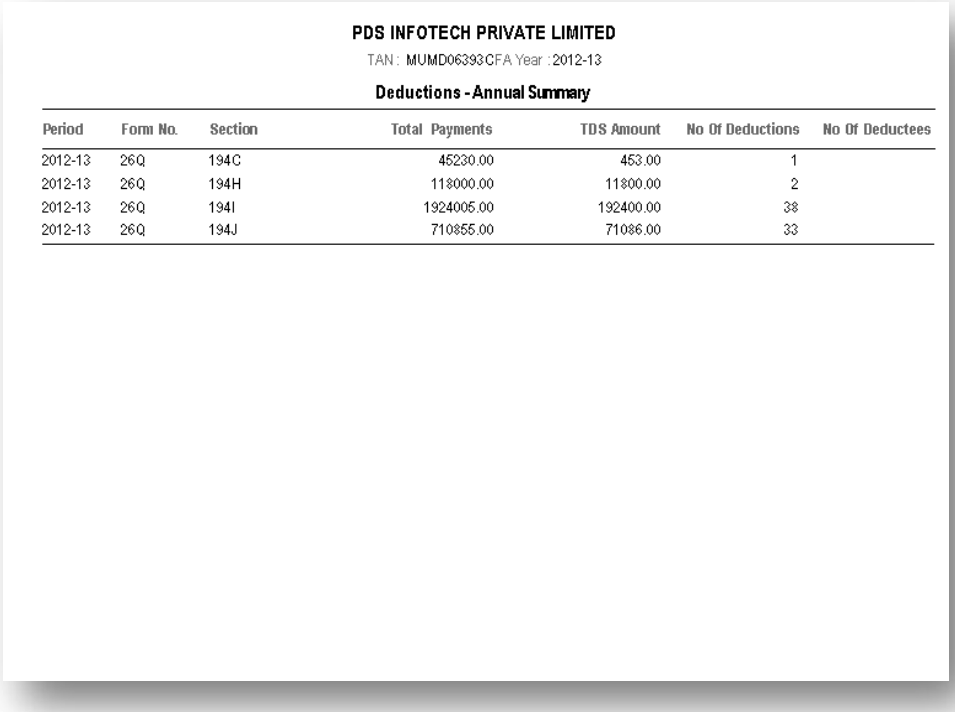
From : Quarter 1 To : Quarter 4

Deductions - Quarterly Summary

Period	Form No.	Section	Total Payments	TDS Amount	No Of Deductions	No Of Deductees
Q1	26Q	194I	654573.00	65457.00	8	
Q1	26Q	194J	163250.00	16325.00	9	
Q2	26Q	194H	118000.00	11800.00	2	
Q2	26Q	194I	662782.00	66278.00	13	
Q2	26Q	194J	278300.00	27830.00	13	
Q3	26Q	194C	45230.00	453.00	1	
Q3	26Q	194I	556650.00	55665.00	15	
Q3	26Q	194J	219305.00	21931.00	10	
Q4	26Q	194I	50000.00	5000.00	2	
Q4	26Q	194J	50000.00	5000.00	1	

Annual Summary

Figure 6-12 Summarized Deductions for a Company - Annual Report



PDS INFOTECH PRIVATE LIMITED

TAN : MUMD06393CFA Year :2012-13

Deductions - Annual Summary

Period	Form No.	Section	Total Payments	TDS Amount	No Of Deductions	No Of Deductees
2012-13	26Q	194C	45230.00	453.00	1	
2012-13	26Q	194H	118000.00	11800.00	2	
2012-13	26Q	194I	1924005.00	192400.00	38	
2012-13	26Q	194J	710855.00	71086.00	33	

6.7 Summary Report – Deductors

Purpose

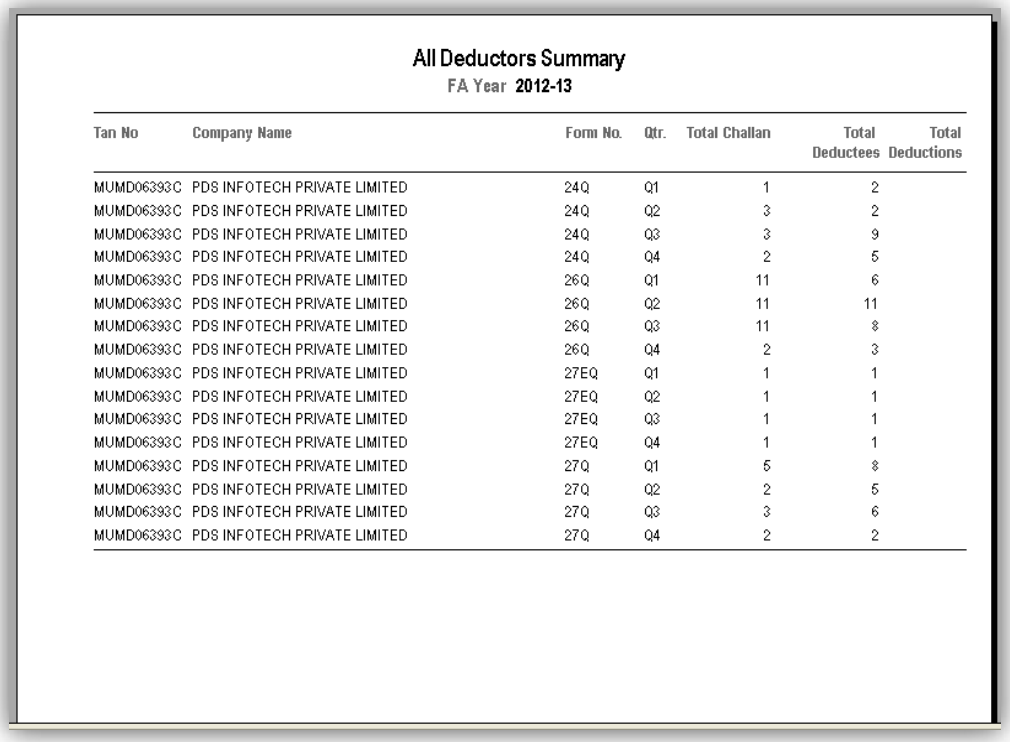
This report provides the summarized information of all the deduction made by all companies / deductors for the specified financial year.

Run Time Selection Criteria

FA Year : Select the Financial year for which the report is to be generated.

Click on 'OK' button to print the report based on above selection.

Figure 6-13 Summarized Report on Deductors



All Deductors Summary

FA Year 2012-13

Tan No	Company Name	Form No.	Qtr.	Total Challan	Total Deductees	Total Deductions
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	24Q	Q1	1	2	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	24Q	Q2	3	2	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	24Q	Q3	3	9	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	24Q	Q4	2	5	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	26Q	Q1	11	6	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	26Q	Q2	11	11	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	26Q	Q3	11	8	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	26Q	Q4	2	3	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	27EQ	Q1	1	1	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	27EQ	Q2	1	1	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	27EQ	Q3	1	1	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	27EQ	Q4	1	1	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	27Q	Q1	5	8	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	27Q	Q2	2	5	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	27Q	Q3	3	6	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	27Q	Q4	2	2	

6.8 Correction Statement

Purpose

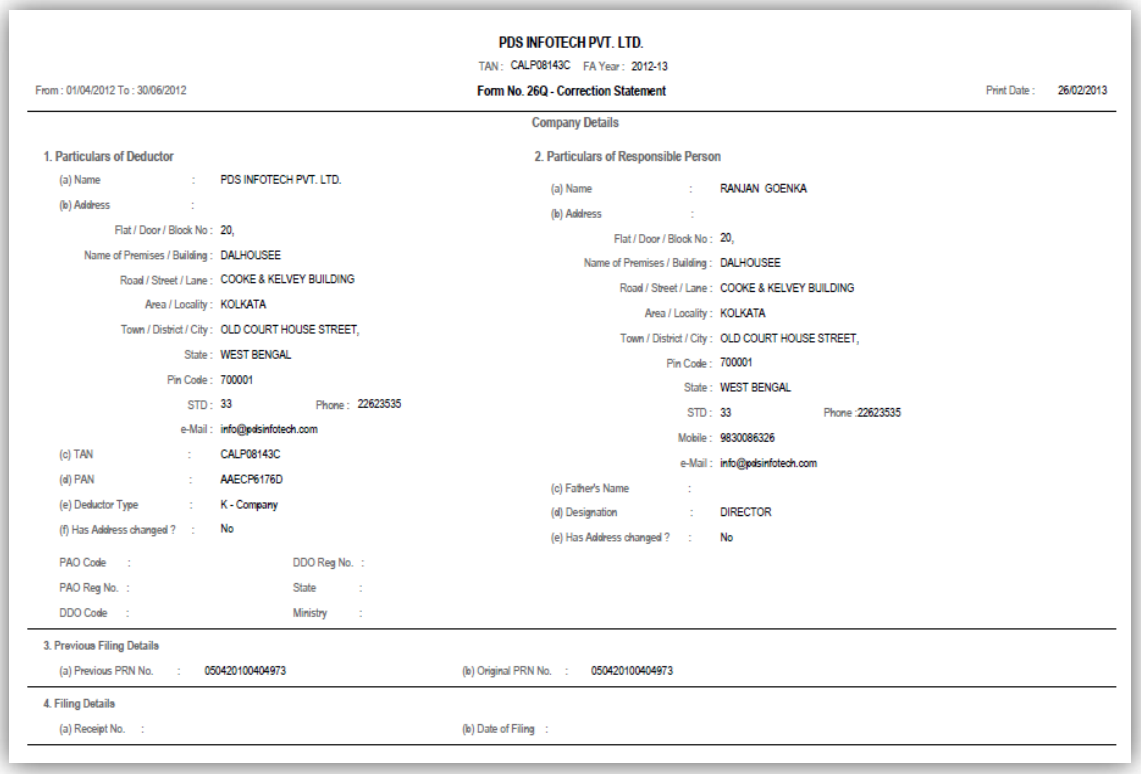
The report provides the complete set of instructions that is required to correct the return which was submitted earlier.

Run Time Selection Criteria

Select Correction Batch	:	Select the correction batch for which the report needs to be generated. The correction batches can be differentiated by looking at the information against each batch.

Click on 'OK' button to print the report based on above selection.

Figure 6-14 Company Details as recorded in the Statement



PDS INFOTECH PVT. LTD.

TAN : CALP08143C FA Year : 2012-13

From : 01/04/2012 To : 30/06/2012 **Form No. 26Q - Correction Statement** Print Date : 26/02/2013

Company Details

1. Particulars of Deductor

(a) Name : PDS INFOTECH PVT. LTD.

(b) Address :

Flat / Door / Block No : 20,

Name of Premises / Building : DALHOUSEE

Road / Street / Lane : COOKE & KELVEY BUILDING

Area / Locality : KOLKATA

Town / District / City : OLD COURT HOUSE STREET,

State : WEST BENGAL

Pin Code : 700001

STD : 33 Phone : 22623535

e-Mail : info@pdsinfotech.com

(c) TAN : CALP08143C

(d) PAN : AAECP6176D

(e) Deductor Type : K - Company

(f) Has Address changed ? : No

PAO Code : DDO Reg No. :

PAO Reg No. : State :

DDO Code : Ministry :

2. Particulars of Responsible Person

(a) Name : RANJAN GOENKA

(b) Address :

Flat / Door / Block No : 20,

Name of Premises / Building : DALHOUSEE

Road / Street / Lane : COOKE & KELVEY BUILDING

Area / Locality : KOLKATA

Town / District / City : OLD COURT HOUSE STREET,

Pin Code : 700001

State : WEST BENGAL

STD : 33 Phone : 22623535

Mobile : 9830086326

e-Mail : info@pdsinfotech.com

(c) Father's Name :

(d) Designation : DIRECTOR

(e) Has Address changed ? : No

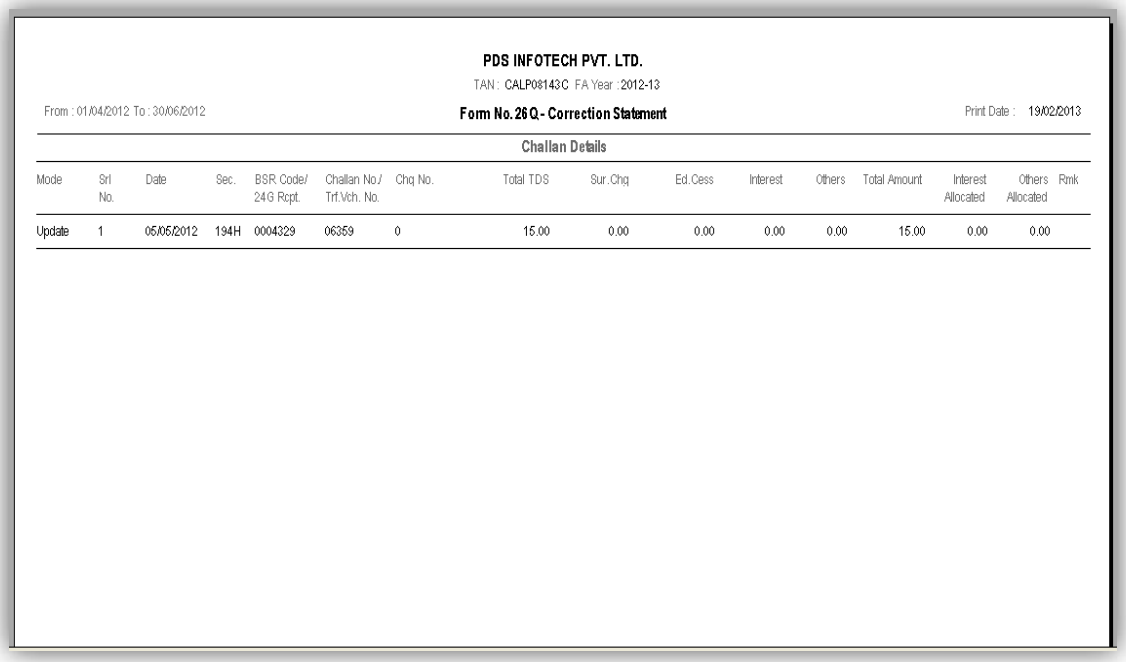
3. Previous Filing Details

(a) Previous PRN No. : 050420100404973 (b) Original PRN No. : 050420100404973

4. Filing Details

(a) Receipt No. : (b) Date of Filing :

Figure 6-15 Report on Changes done in Challan details



PDS INFOTECH PVT. LTD.

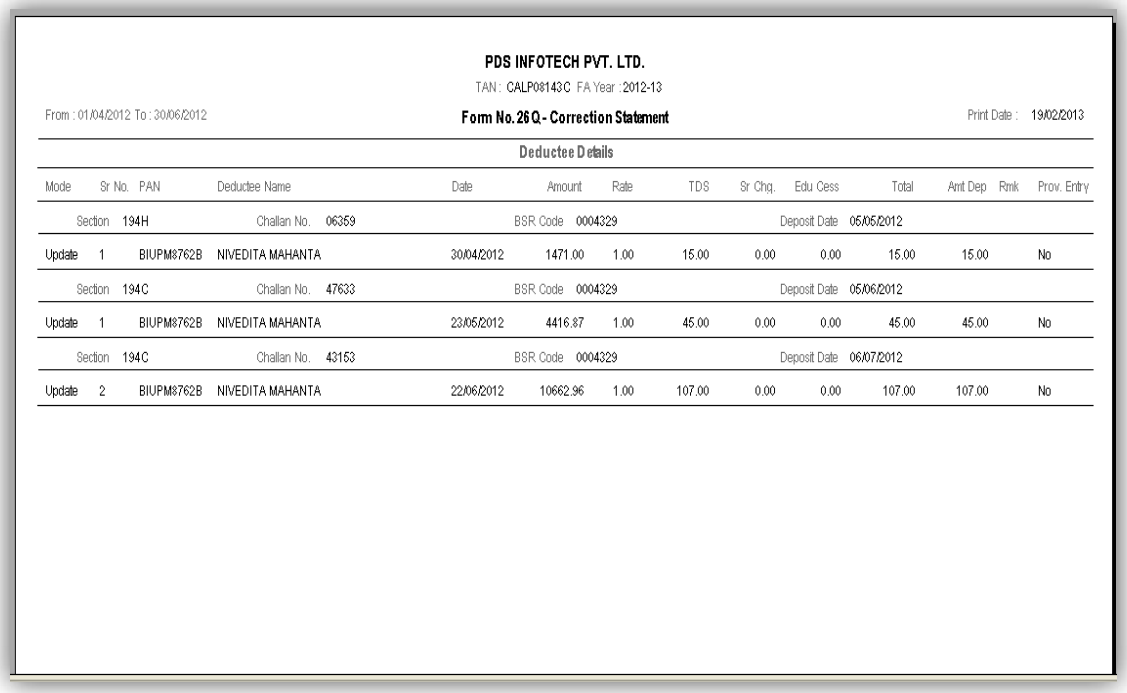
TAN : CALP08143C FA Year : 2012-13

From : 01/04/2012 To : 30/06/2012 — Form No. 26Q - Correction Statement — Print Date : 19/02/2013

Challan Details

Mode	Srl No.	Date	Sec.	BSR Code/ 24G Rcpt.	Challan No./ Trf.Vch. No.	Chq No.	Total TDS	Sur.Chg	Ed.Cess	Interest	Others	Total Amount	Interest Allocated	Others Allocated	Rmk
Update	1	05/05/2012	194H	0004329	06359	0	15.00	0.00	0.00	0.00	0.00	15.00	0.00	0.00	

Figure 6-16 Report on Changes done in Deductee details



PDS INFOTECH PVT. LTD.

TAN : CALP08143C FA Year : 2012-13

From : 01/04/2012 To : 30/06/2012 — Form No. 26Q - Correction Statement — Print Date : 19/02/2013

Deductee Details

Mode	Sr No.	PAN	Deductee Name	Date	Amount	Rate	TDS	Sr Chq.	Edu Cess	Total	Amt Dep	Rmk	Prov. Entry
Section 194H			Challan No. 06359		BSR Code 0004329				Deposit Date 05/05/2012				
Update	1	BIUPM8762B	NIVEDITA MAHANTA	30/04/2012	1471.00	1.00	15.00	0.00	0.00	15.00	15.00		No
Section 194C			Challan No. 47633		BSR Code 0004329				Deposit Date 05/06/2012				
Update	1	BIUPM8762B	NIVEDITA MAHANTA	23/05/2012	4416.87	1.00	45.00	0.00	0.00	45.00	45.00		No
Section 194C			Challan No. 43153		BSR Code 0004329				Deposit Date 06/07/2012				
Update	2	BIUPM8762B	NIVEDITA MAHANTA	22/06/2012	10662.96	1.00	107.00	0.00	0.00	107.00	107.00		No

6.9 Correction Log

Purpose

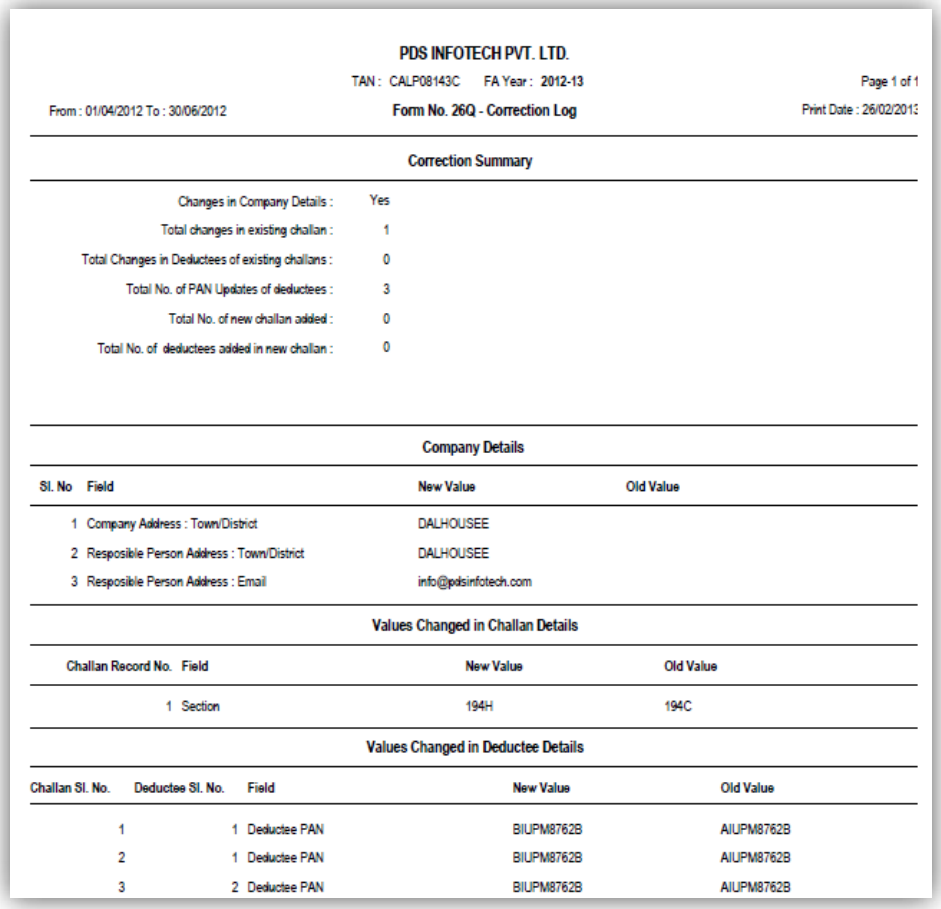
This report provides the log for all changes made in the correction return wherein the old value and the changed new value both are displayed. It also displays the details of all the records that have been additionally added or deleted.

Run Time Selection Criteria

Select Correction Batch : Select the correction batch for which the report needs to be generated. The correction batches can be differentiated by looking at the information against each batch.

Click on 'OK' button to print the report based on above selection.

Figure 6-17 Correction Log



PDS INFOTECH PVT. LTD.

TAN : CALP08143C FA Year : 2012-13 Page 1 of 1

From : 01/04/2012 To : 30/06/2012 Form No. 26Q - Correction Log Print Date : 26/02/2013

Correction Summary

Changes in Company Details :	Yes
Total changes in existing challan :	1
Total Changes in Deductees of existing challans :	0
Total No. of PAN Updates of deductees :	3
Total No. of new challan added :	0
Total No. of deductees added in new challan :	0

Company Details

Sl. No	Field	New Value	Old Value
1	Company Address : Town/District	DALHOUSEE	
2	Resposible Person Address : Town/District	DALHOUSEE	
3	Resposible Person Address : Email	info@pdsinfotech.com	

Values Changed in Challan Details

Challan Record No.	Field	New Value	Old Value
1	Section	194H	194C

Values Changed in Deductee Details

Challan Sl. No.	Deductee Sl. No.	Field	New Value	Old Value
1	1	Deductee PAN	BIUPM8762B	AIUPM8762B
2	1	Deductee PAN	BIUPM8762B	AIUPM8762B
3	2	Deductee PAN	BIUPM8762B	AIUPM8762B

6.10 Query Reports – Challan & Deductee

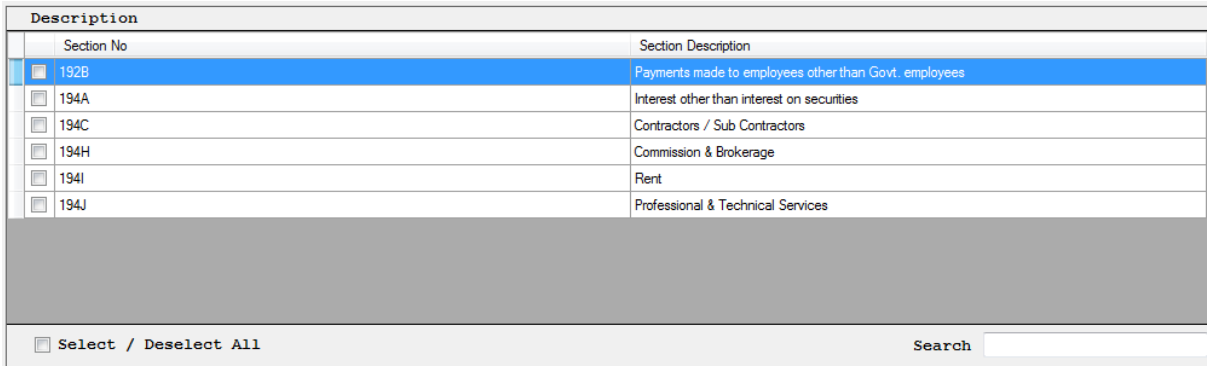
Purpose

This query provides advanced filtering functions to extract specific information, as per requirement, from TDS / TCS returns throughout the financial year for a particular deductor. For example, throughout the year one can extract all payments under section 194J greater than Rs. 1, 00,000.

Run Time Selection Criteria:

Company (TAN)	:	Select the company for which the report is to be generated.
FA Year	:	Select the Financial year for which the report is to be generated.
Challan Type	:	Select the type of the challan to filter out particular type of Challan.
Select Forms	:	Select one or multiple forms across which the report is to be generated.
Select Qtrs	:	Select one or multiple quarters across which the report is to be generated.

On providing the above details, all the challan sections present for the given criteria will get listed.



Select the sections for which the report has to be generated.

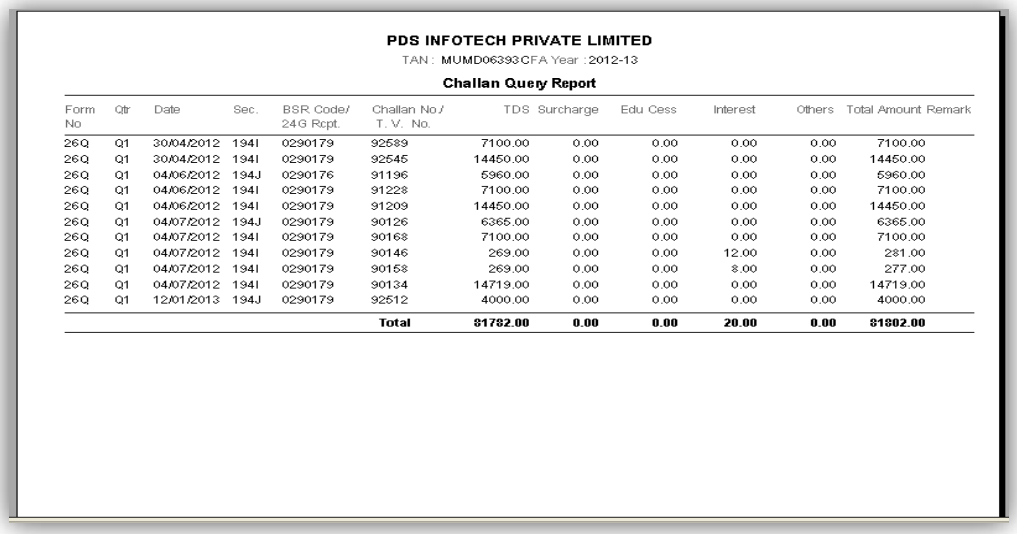
As mentioned above this query provides additional filtration criteria depending on whether it is Challan query or Deductee query. Both are explained below.

Challan Query

Additional Filters:

BSR Code	:	Select the BSR Code for which the report is to be generated.
Challan Total Amount	:	Provide the challan amount for which the report is to be generated.

Figure 6-18 Challan Query



PDS INFOTECH PRIVATE LIMITED

TAN : MUMD06393C FA Year : 2012-13

Challan Query Report

Form No	Qtr	Date	Sec.	BSR Code/ 24G Rcpt.	Challan No./ T. V. No.	TDS	Surcharge	Edu Cess	Interest	Others	Total Amount	Remark
26Q	Q1	30/04/2012	194I	0290179	92589	7100.00	0.00	0.00	0.00	0.00	7100.00	
26Q	Q1	30/04/2012	194I	0290179	92545	14450.00	0.00	0.00	0.00	0.00	14450.00	
26Q	Q1	04/06/2012	194J	0290176	91196	5960.00	0.00	0.00	0.00	0.00	5960.00	
26Q	Q1	04/06/2012	194I	0290179	91228	7100.00	0.00	0.00	0.00	0.00	7100.00	
26Q	Q1	04/06/2012	194I	0290179	91209	14450.00	0.00	0.00	0.00	0.00	14450.00	
26Q	Q1	04/07/2012	194J	0290179	90126	6365.00	0.00	0.00	0.00	0.00	6365.00	
26Q	Q1	04/07/2012	194I	0290179	90168	7100.00	0.00	0.00	0.00	0.00	7100.00	
26Q	Q1	04/07/2012	194I	0290179	90146	269.00	0.00	0.00	12.00	0.00	281.00	
26Q	Q1	04/07/2012	194I	0290179	90158	269.00	0.00	0.00	8.00	0.00	277.00	
26Q	Q1	04/07/2012	194I	0290179	90134	14719.00	0.00	0.00	0.00	0.00	14719.00	
26Q	Q1	12/01/2013	194J	0290179	92512	4000.00	0.00	0.00	0.00	0.00	4000.00	
					Total	**81782.00**	**0.00**	**0.00**	**20.00**	**0.00**	**81802.00**	

Deductee Query

Additional Filters:

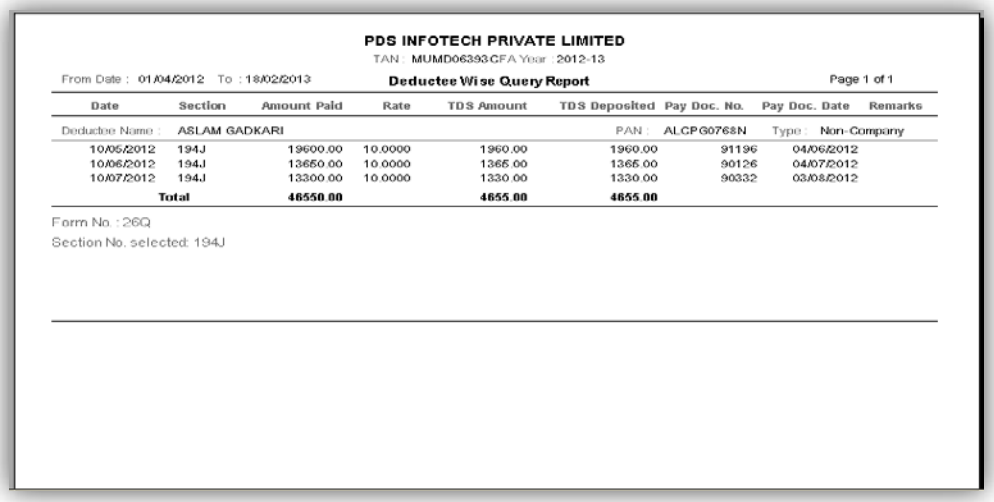
Select Section No. : Select the Challan Section No. for which the report is to be generated.

Amount Paid : Provide the Amount paid which the report is to be generated.

TDS Amount : Provide the TDS Amount for which the report is to be generated.

Rate : Provide the Rate for which the report is to be generated.

Figure 6-19 Deductee Query



PDS INFOTECH PRIVATE LIMITED

TAN : MUMD06393C FA Year : 2012-13

From Date : 01/04/2012 To : 18/02/2013 **Deductee Wise Query Report** Page 1 of 1

Date	Section	Amount Paid	Rate	TDS Amount	TDS Deposited	Pay Doc. No.	Pay Doc. Date	Remarks
Deductee Name : ASLAM GADKARI					PAN : ALCPG0768N	Type : Non-Company		
10/05/2012	194J	19600.00	10.0000	1960.00	1960.00	91196	04/06/2012	
10/06/2012	194J	13650.00	10.0000	1365.00	1365.00	90126	04/07/2012	
10/07/2012	194J	13300.00	10.0000	1330.00	1330.00	90332	03/08/2012	
Total		**46550.00**		**4655.00**	**4655.00**			

Form No. : 26Q

Section No. selected: 194J

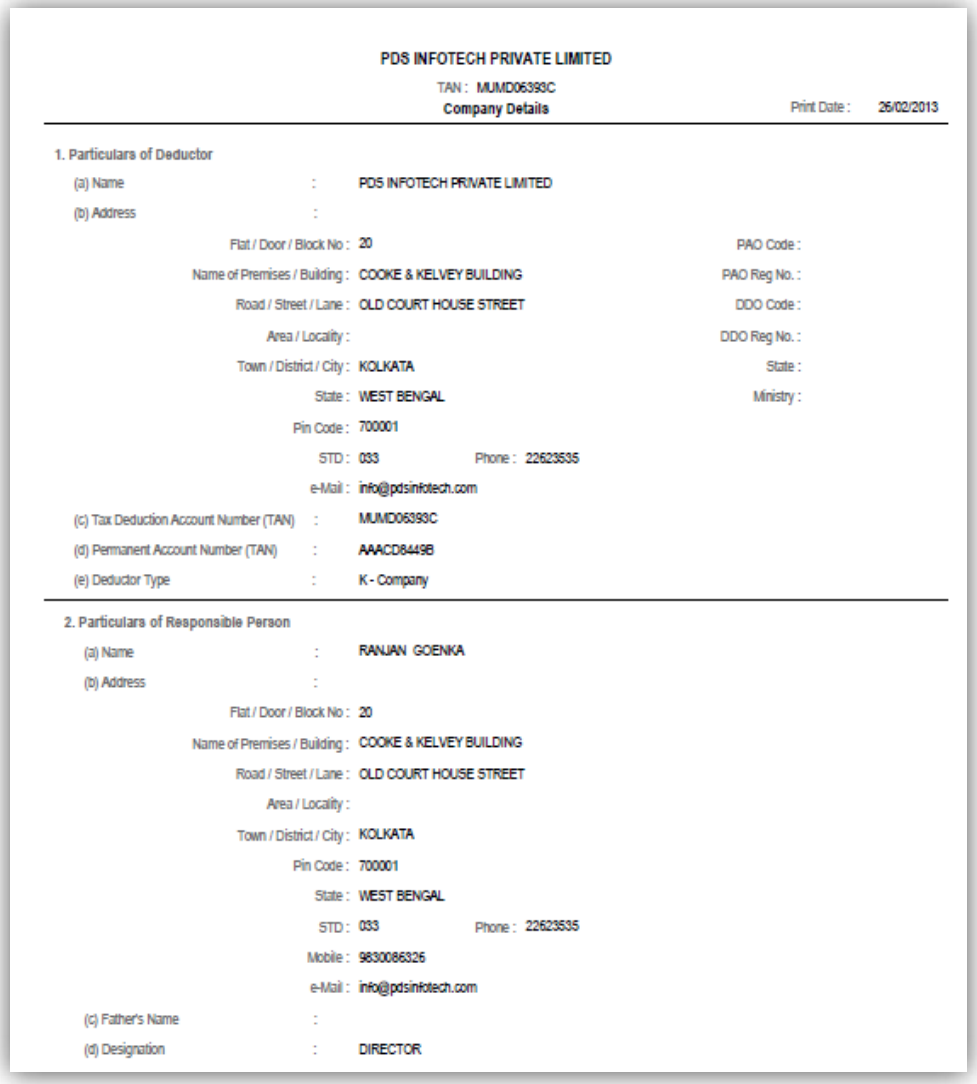
6.11 Master Lists

Purpose

This report provides the option of printing the company details, list of Companies (Deductors), Deductees or Employees.

Company Details

Figure 6-20 Company Details



PDS INFOTECH PRIVATE LIMITED

TAN : MUMD06393C

Company Details — Print Date : 26/02/2013

1. Particulars of Deductor

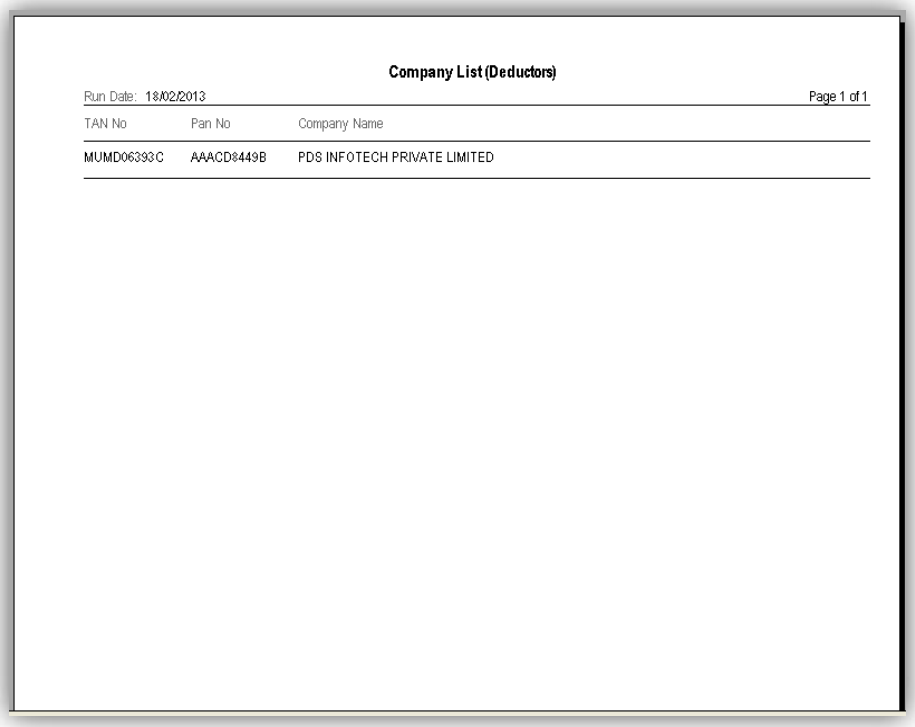
(a) Name	:	PDS INFOTECH PRIVATE LIMITED	
(b) Address	:		
Flat / Door / Block No :		20	PAO Code :
Name of Premises / Building :		COOKE & KELVEY BUILDING	PAO Reg No. :
Road / Street / Lane :		OLD COURT HOUSE STREET	DDO Code :
Area / Locality :			DDO Reg No. :
Town / District / City :		KOLKATA	State :
State :		WEST BENGAL	Ministry :
Pin Code :		700001	
STD :	033	Phone : 22623535	
e-Mail :		info@pdsinfotech.com	
(c) Tax Deduction Account Number (TAN)	:	MUMD06393C	
(d) Permanent Account Number (TAN)	:	AAACD8449B	
(e) Deductor Type	:	K - Company	

2. Particulars of Responsible Person

(a) Name	:	RANJAN GOENKA	
(b) Address	:		
Flat / Door / Block No :		20	
Name of Premises / Building :		COOKE & KELVEY BUILDING	
Road / Street / Lane :		OLD COURT HOUSE STREET	
Area / Locality :			
Town / District / City :		KOLKATA	
Pin Code :		700001	
State :		WEST BENGAL	
STD :	033	Phone : 22623535	
Mobile :		9830086326	
e-Mail :		info@pdsinfotech.com	
(c) Father's Name	:		
(d) Designation	:	DIRECTOR	

Company List

Figure 6-21 List of Companies



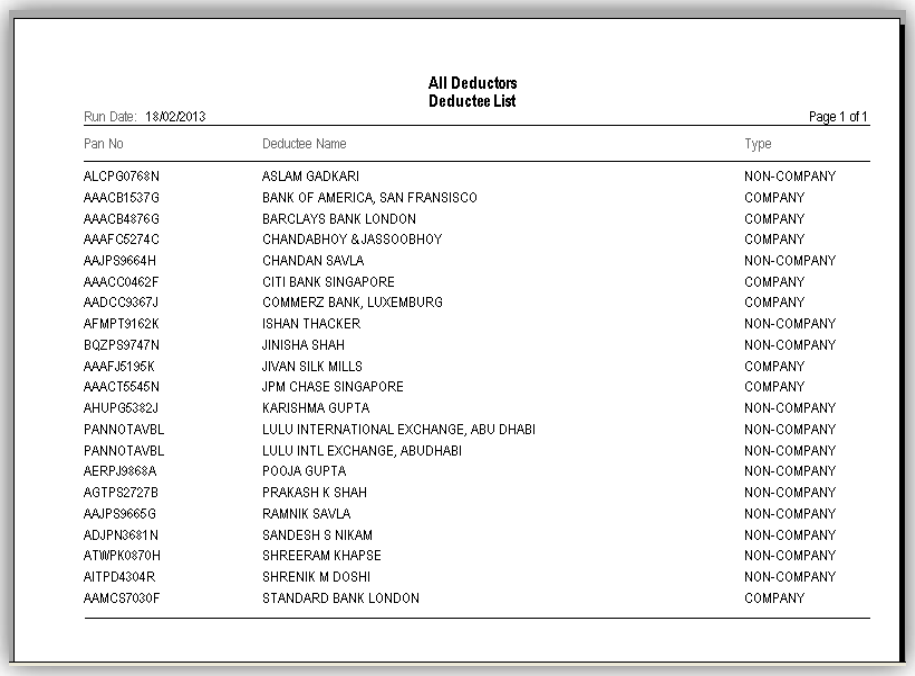
Company List (Deductors)

Run Date: 18/02/2013 Page 1 of 1

TAN No	Pan No	Company Name
MUMD06393C	AAACD8449B	PDS INFOTECH PRIVATE LIMITED

Deductee List

Figure 6-22 List of Deductees



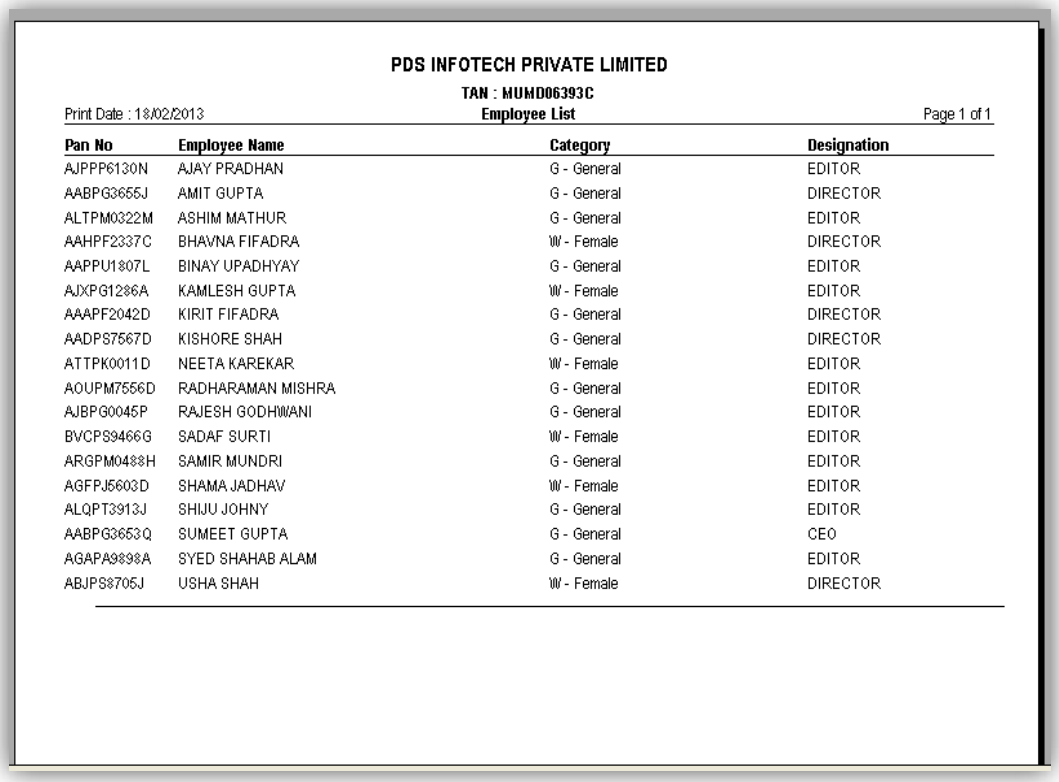
All Deductors
Deductee List

Run Date: 18/02/2013 Page 1 of 1

Pan No	Deductee Name	Type
ALCPG0768N	ASLAM GADKARI	NON-COMPANY
AAACB1537G	BANK OF AMERICA, SAN FRANSISCO	COMPANY
AAACB4876G	BARCLAYS BANK LONDON	COMPANY
AAAFC5274C	CHANDABHOY & JASSOOBHOY	COMPANY
AAJPS9664H	CHANDAN SAVLA	NON-COMPANY
AAACC0462F	CITI BANK SINGAPORE	COMPANY
AADCC9367J	COMMERZ BANK, LUXEMBURG	COMPANY
AFMPT9162K	ISHAN THACKER	NON-COMPANY
BQZPS9747N	JINISHA SHAH	NON-COMPANY
AAAFJ5195K	JIVAN SILK MILLS	COMPANY
AAACT5545N	JPM CHASE SINGAPORE	COMPANY
AHUPG5382J	KARISHMA GUPTA	NON-COMPANY
PANNOTAVBL	LULU INTERNATIONAL EXCHANGE, ABU DHABI	NON-COMPANY
PANNOTAVBL	LULU INTL EXCHANGE, ABUDHABI	NON-COMPANY
AERPJ9868A	POOJA GUPTA	NON-COMPANY
AGTPS2727B	PRAKASH K SHAH	NON-COMPANY
AAJPS9665G	RAMNIK SAVLA	NON-COMPANY
ADJPN3681N	SANDESH S NIKAM	NON-COMPANY
ATWPK0870H	SHREERAM KHAPSE	NON-COMPANY
AITPD4304R	SHRENIK M DOSHI	NON-COMPANY
AAMCS7030F	STANDARD BANK LONDON	COMPANY

Employee List

Figure 6-23 List of Employees



PDS INFOTECH PRIVATE LIMITED

TAN : MUMD06393C

Print Date : 18/02/2013 — **Employee List** — Page 1 of 1

Pan No	Employee Name	Category	Designation
AJPPP6130N	AJAY PRADHAN	G - General	EDITOR
AABPG3655J	AMIT GUPTA	G - General	DIRECTOR
ALTPM0322M	ASHIM MATHUR	G - General	EDITOR
AAHPF2337C	BHAVNA FIFADRA	W - Female	DIRECTOR
AAPPU1807L	BINAY UPADHYAY	G - General	EDITOR
AJXPG1286A	KAMLESH GUPTA	W - Female	EDITOR
AAAPF2042D	KIRIT FIFADRA	G - General	DIRECTOR
AADPS7567D	KISHORE SHAH	G - General	DIRECTOR
ATTPK0011D	NEETA KAREKAR	W - Female	EDITOR
AOUPM7556D	RADHARAMAN MISHRA	G - General	EDITOR
AJBPG0045P	RAJESH GODHWANI	G - General	EDITOR
BVCPS9466G	SADAF SURTI	W - Female	EDITOR
ARGPM0488H	SAMIR MUNDRI	G - General	EDITOR
AGFPJ5603D	SHAMA JADHAV	W - Female	EDITOR
ALQPT3913J	SHIJU JOHNY	G - General	EDITOR
AABPG3653Q	SUMEET GUPTA	G - General	CEO
AGAPA9898A	SYED SHAHAB ALAM	G - General	EDITOR
ABJPS8705J	USHA SHAH	W - Female	DIRECTOR

6.12 File Generation Log

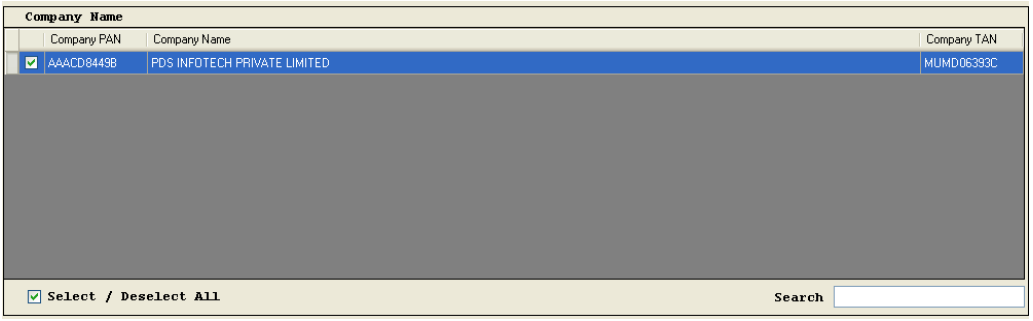
Purpose

Every time a return is generated through the TDSMAN software, an internal log is updated. This report provides the option to print the internal log of all the file generations done through this software, for the selected company.

Run Time Selection Criteria:

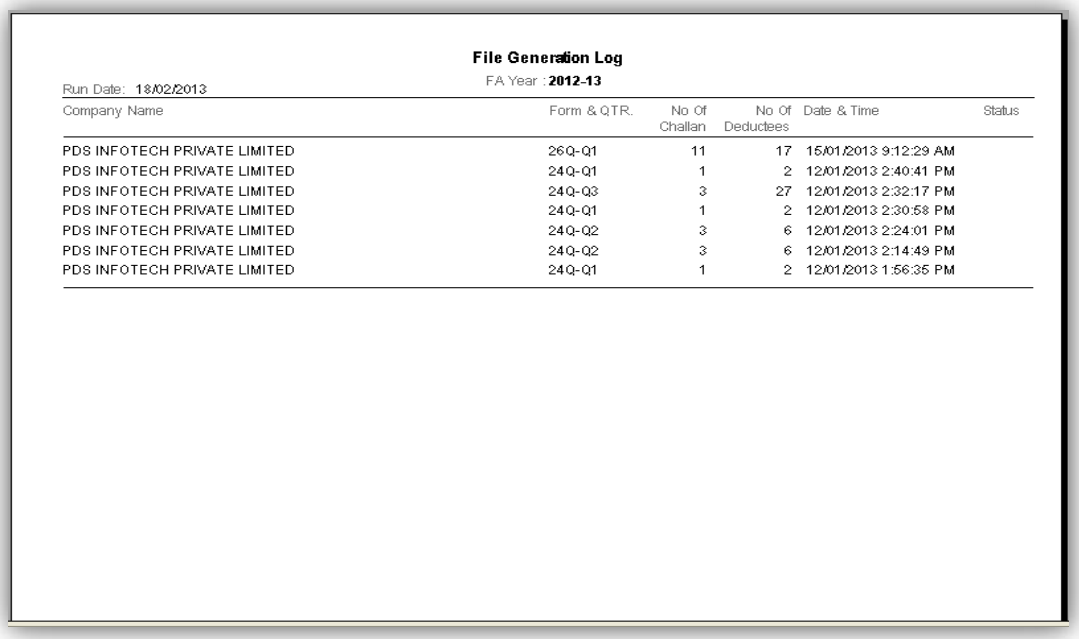
FA Year	:	Select the Financial year for which the report is to be generated.
Select Forms	:	Select one or multiple forms across which the report is to be generated.
Select Qtr	:	Select one or multiple quarters across which the report is to be generated.

On providing the above details, all the companies present for the given criteria will get listed.



Select the company for which the report has to be generated and press 'OK' button to print the report.

Figure 6-24 File Generation Log



File Generation Log

Run Date: 18/02/2013 F.A Year : **2012-13**

Company Name	Form & Q.T.R.	No Of Challan	No Of Deductees	Date & Time	Status
PDS INFOTECH PRIVATE LIMITED	26Q-Q1	11	17	15/01/2013 9:12:29 AM	
PDS INFOTECH PRIVATE LIMITED	24Q-Q1	1	2	12/01/2013 2:40:41 PM	
PDS INFOTECH PRIVATE LIMITED	24Q-Q3	3	27	12/01/2013 2:32:17 PM	
PDS INFOTECH PRIVATE LIMITED	24Q-Q1	1	2	12/01/2013 2:30:58 PM	
PDS INFOTECH PRIVATE LIMITED	24Q-Q2	3	6	12/01/2013 2:24:01 PM	
PDS INFOTECH PRIVATE LIMITED	24Q-Q2	3	6	12/01/2013 2:14:49 PM	
PDS INFOTECH PRIVATE LIMITED	24Q-Q1	1	2	12/01/2013 1:56:35 PM	

7 Preparation of Correction Returns

The regular return for any Form type that has already been submitted can be corrected using the 'Correction Returns' module. In Correction Return you can modify, add or delete existing information as per rules and limitations as specified by the Income Tax Department.

There are three broad steps required for the preparing a Correction Return. They are as following:

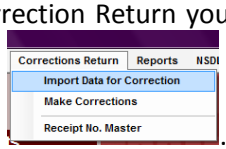
i. Import of data for correction
ii. Make corrections
iii. Generate Correction Returns for submission

We shall discuss in details about all the steps mentioned above, over the subsequent sections.

7.1 Import data for Correction

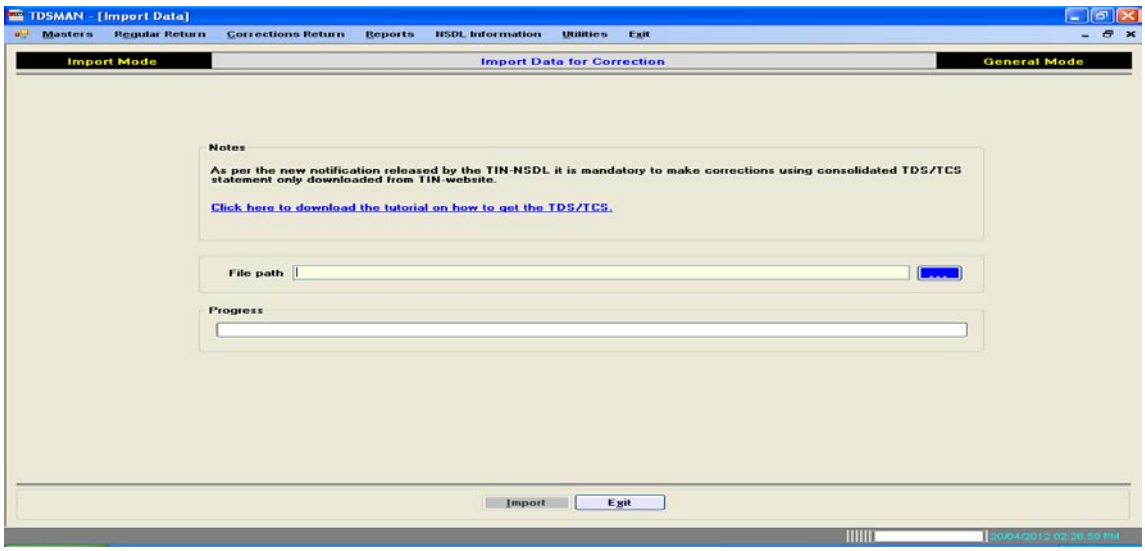
For making the Correction Return you have to import the file of the last accepted return for the relevant Deductor, Form type, Financial Year & Quarter.

This TDS file can be downloaded from TRACES website after registering your TAN in their website. The URL for the same is www.tdscpc.gov.in. It will have all the details of the latest return that has been uploaded by you. This TDS file will always show your last accepted statement at the Income Tax Department.

For the Import of data for the correction Return you will have to go to the Corrections Menu and select Import Data for Correction 

.The following screenshot shows the interface for the Import of the file for making correction statement:

Figure 7-1 Import Data for Correction



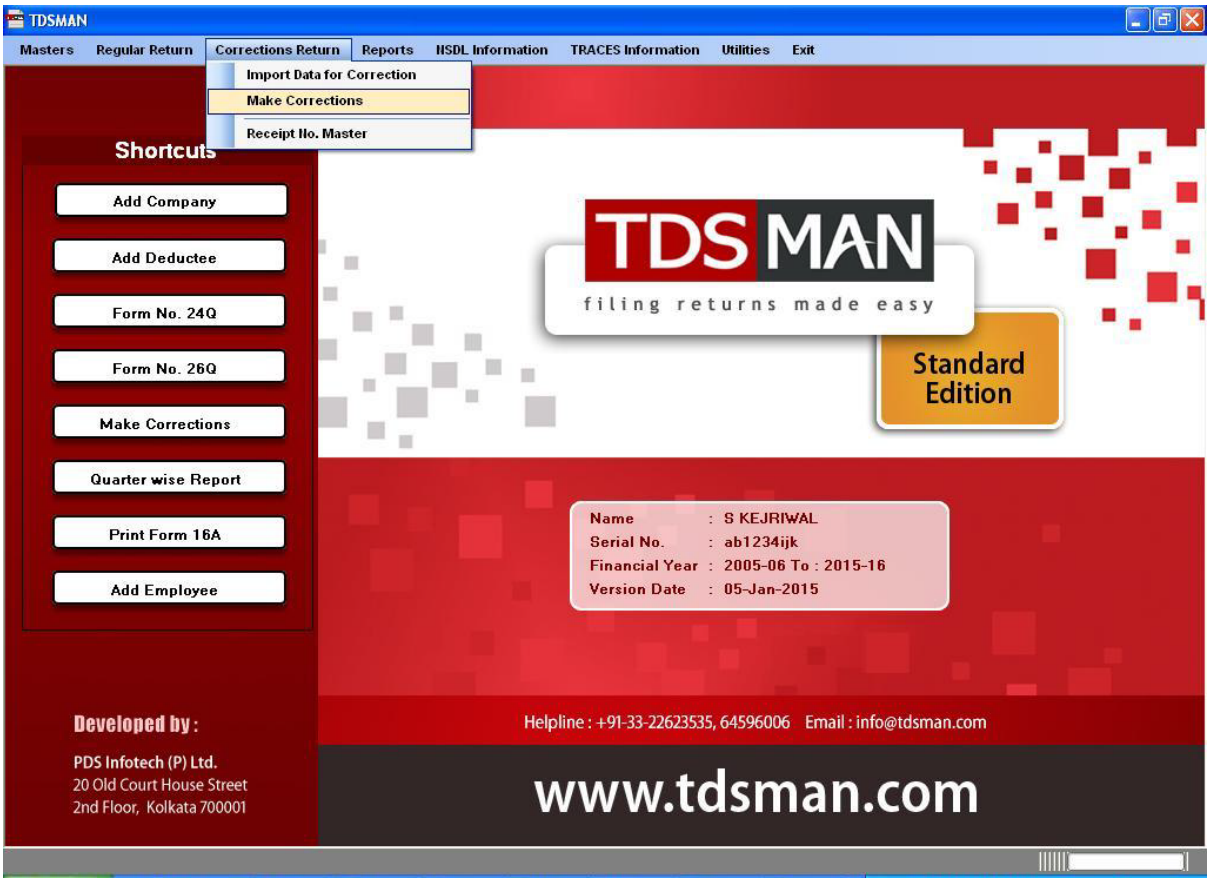
Use the browse option to select the TDS file that needs to be imported and then click on the 'Import' button.

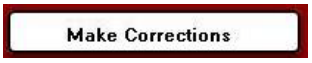
7.2 Make Corrections

After data has been imported, now you can proceed with making corrections.

In order to select Make Corrections click on 'Make Corrections' option in Correction Return menu as shown below:

Figure 7-2 Make Corrections

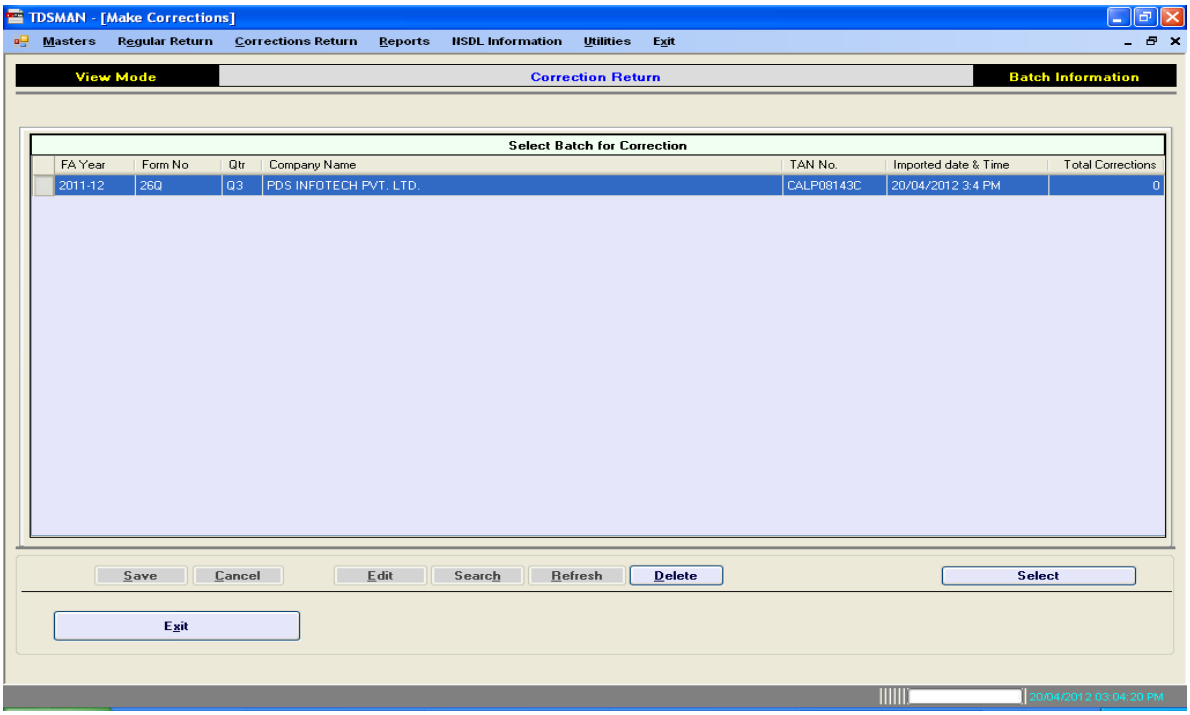


Make Correction can also be selected by clicking on 

shortcut provided within the list of short cut buttons. Ref. to fig. 7-2

The following window appears which assists you in preparing the file for making correction.

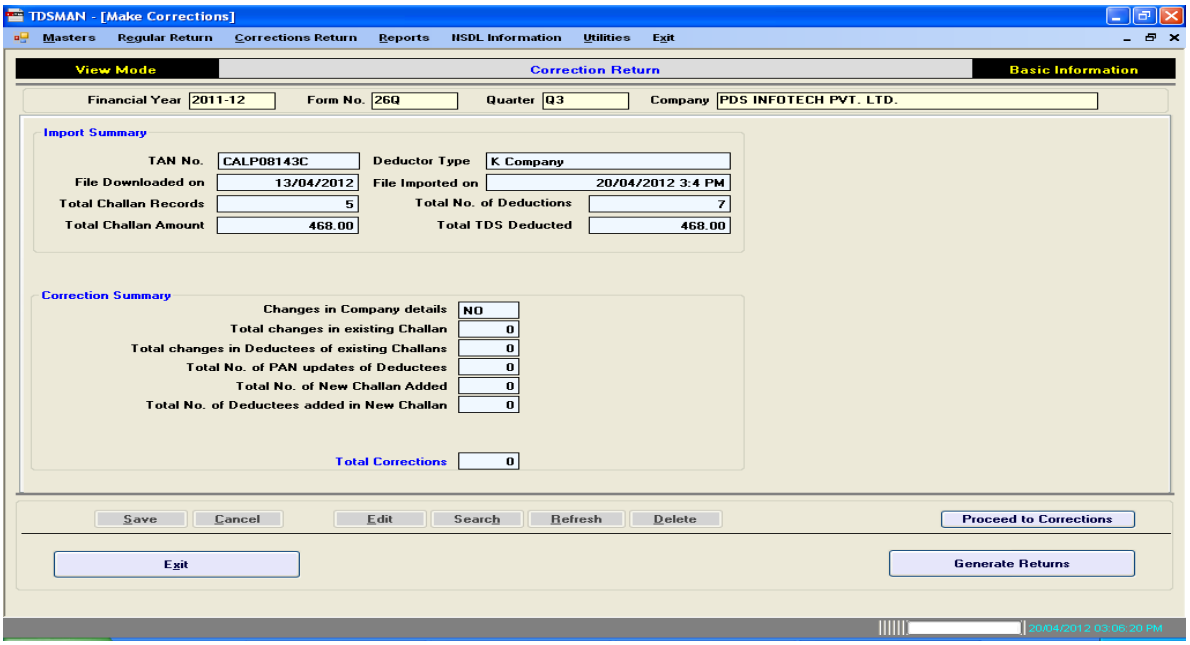
Figure 7-3 Batches of Data Import



Here you will be able see the all the TDS files that you have made for preparing correction returns. Every import is a separate batch and you will be able to differentiate all by looking at the summary of that batch shown in the grid along with the date and time at which the file was imported.

Use your mouse to select a batch and either double click on the batch or click on 'Select' button to enter into the Batch for making corrections. Once you enter the batch the following window appears:

Figure 7-4 Data Summary



In this Interface you will be able to see the data summary and also the count of the corrections that you have done in this particular batch.

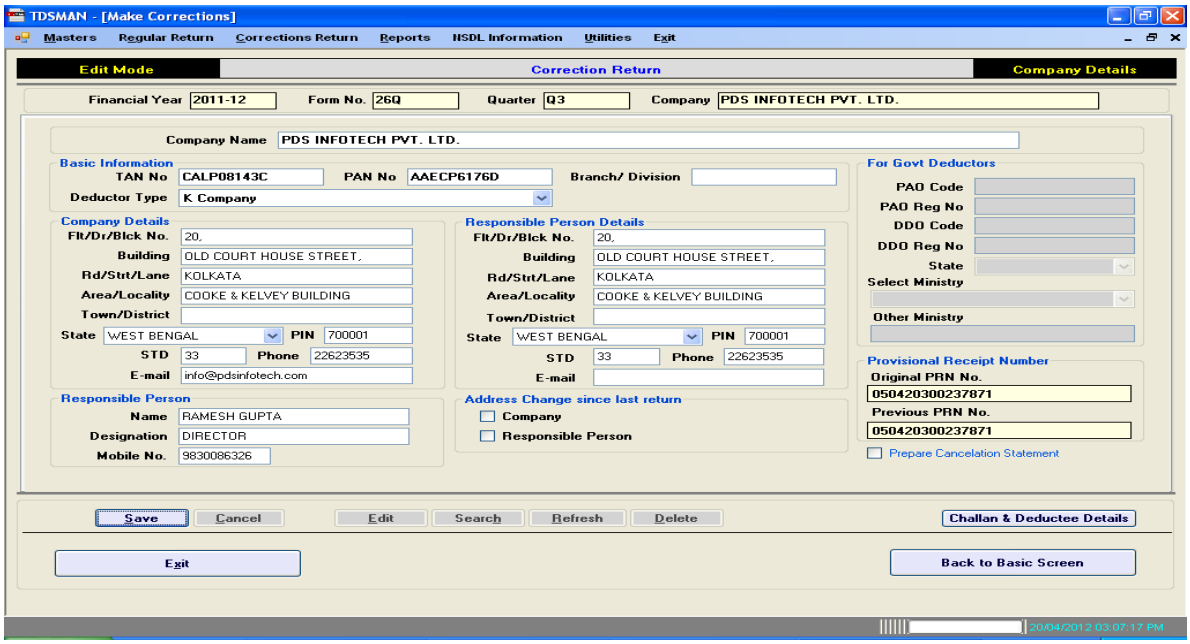
Note: After making the corrections, you have to return back to this page for generation of correction return file.

To make the Corrections, click on

button. The following window will be displayed:

Correction In Company details

Figure 7-5 Correction in Company Details



If required, you can modify the company details over here and click on the

button to save the same.

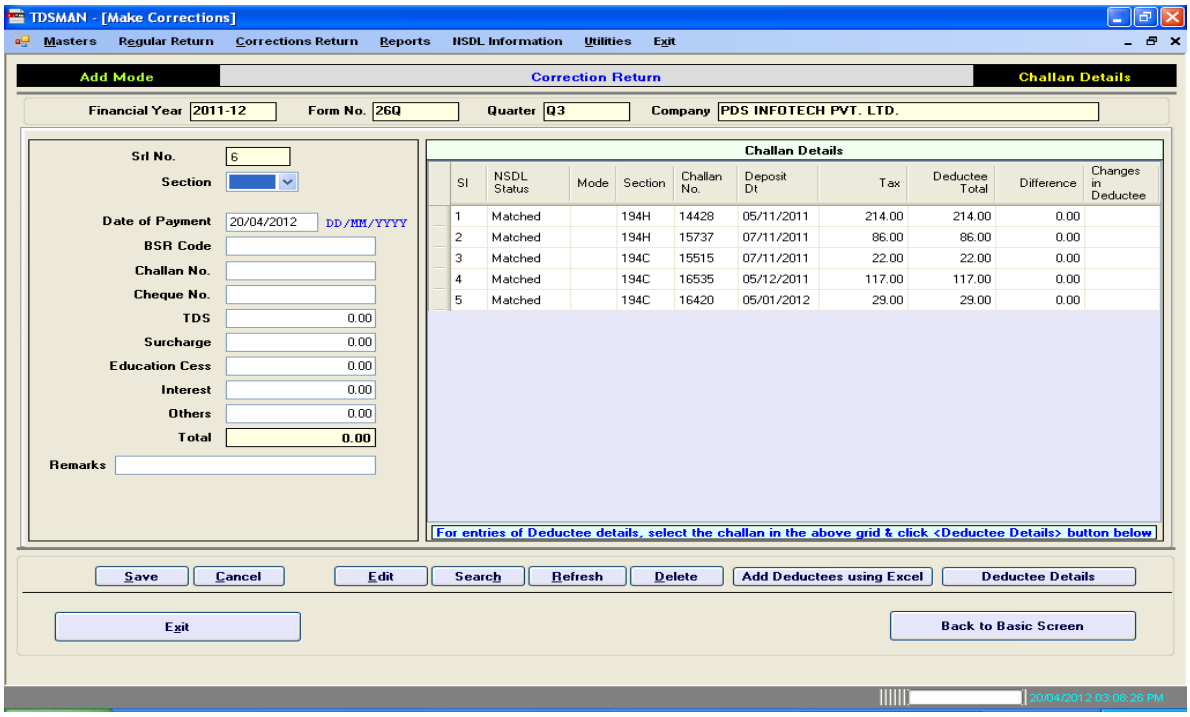
Note: TAN of the company, Financial Year, Form No. & Quarter cannot be modified for the return.

To make any correction in the Challan or Deductee Details, click on

button. The following window will be displayed for correction in challan data:

Correction in Challans

Figure 7-6 Correction in Challans



The above screen is divided into three sections:

i. The left panel is the area where data has been entered
ii. The right panel displays all the records.
iii. The bottom part has the self labeled action buttons

Add a Challan

To add a challan, enter the details in the left panel. The brief description of all the fields has been explained in Regular returns section.

After entering, click on the 'Save button' to record the new challan in the return.

Modify a Challan

In order to modify a challan, select the challan you need to modify, from the right panel with the help of the mouse. Either double click on this entry or click on the 'Edit' button. The selected entry will be displayed on the left panel which can now be modified and saved again.

Note: For matched challan, provisionally matched challan & over booked challan only interest allocated amount and others allocated amount can be updated.

Delete a Challan

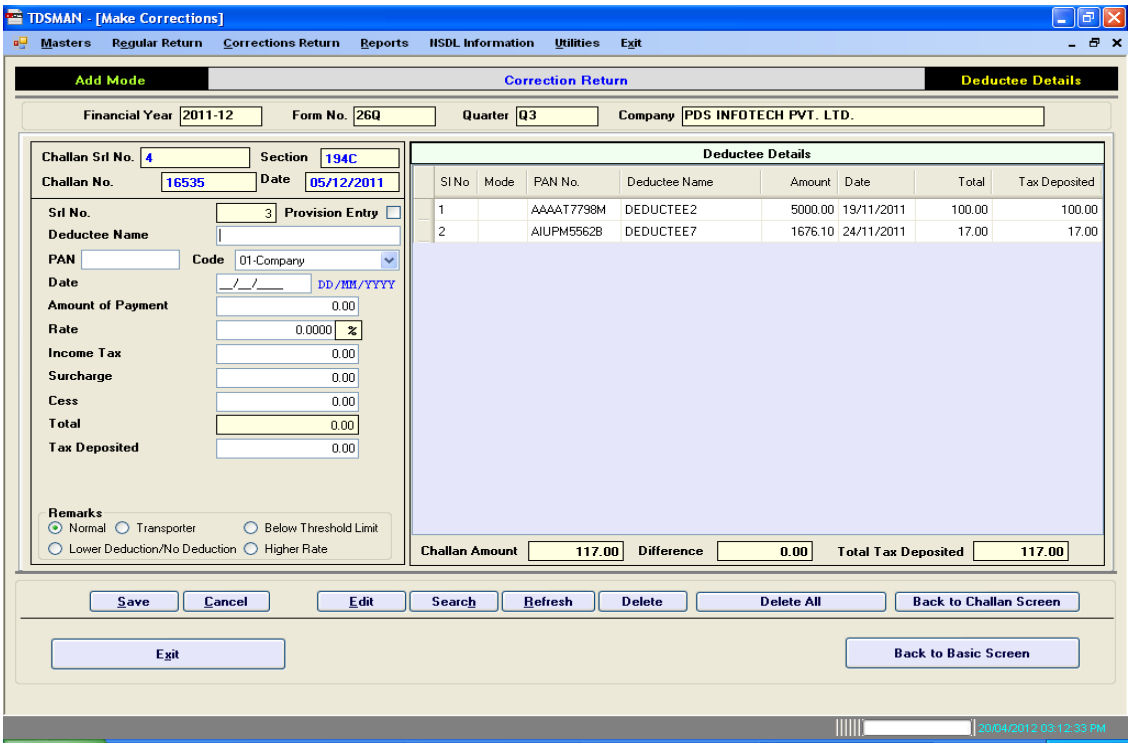
In order to delete a challan, select the challan you want to delete, from the right panel with the help of the mouse. After selecting the record click on 'Delete' button, then after seeking your reconfirmation the record will be deleted.

Note: Original Challan that has been imported cannot be deleted. You can only delete the new challans that have been entered during correction.

Correction in Deductee Details

Select the Challan against which contains the particular Deductee record in which the correction has to be done and click on Deductee Details button. The following window will be displayed for correction in the deductee details:

Figure 7-7 Correction in deductee details



The above screen is divided into three sections:

- The left panel is the area where data has to be entered
- The right panel displays records as you keep on entering
- The bottom part has the self labeled action buttons

Add Deductee

To add a challan, enter the details in the left panel. The brief description of all the fields has been explained in Regular returns section.

After entering, click on the 'Save button' to record the new challan in the return.

Note: The deductees can also be added from a pre-defined excel sheet. This can be done by clicking on the

button.

Modify Deductee

In order to modify a deductee, select the deductee you need to modify, from the right panel with the help of the mouse. Either double click on this entry or click on the 'Edit' button. The selected entry will be displayed on the left panel which can now be modified and saved again.

Note: If Deductee record is marked with Higher Rate flag then changes are only allowed in Payment Amount, Payment Date, and PAN of the Deductee.

In case the PAN has to be modified, it has to be a valid PAN. For example, while preparing for regular returns the system allows us to modify PAN to "PANNOTAVBL", "PANINVALID" and "PANAPPLIED", however the same in not possible while making corrections.

Delete Deductee

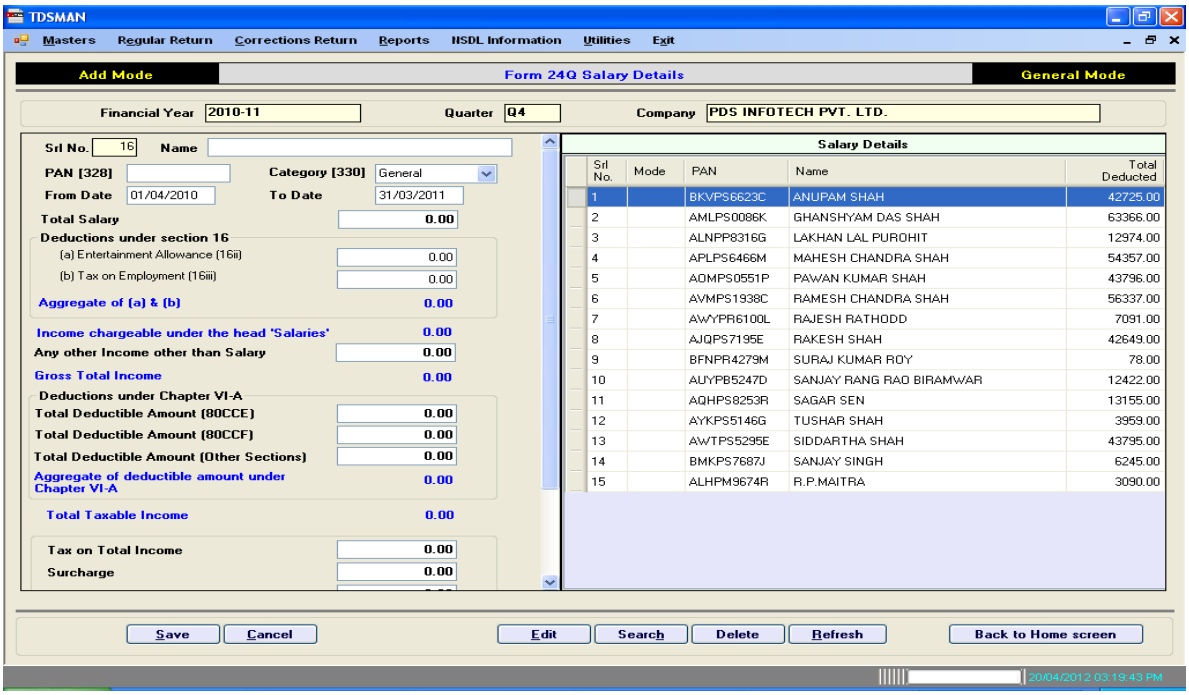
In order to delete a deductee, select the deductee you need to delete, from the right panel with the help of the mouse. After selecting the record click on 'Delete' button, then after seeking your reconfirmation the record will be deleted.

Note: Original deductees that have been imported cannot be deleted. You can only delete the new deductees that have been entered during correction. In case one wish to clear the record of existing deductee then one has to modify all the amount values to zero.

Correction in Salary Details

Corrections, in salary detail as entered in Quarter 4 of Form 24Q can be done by clicking on 'Salary Detail' on the company details screen. The following window will be displayed for correction in the salary details:

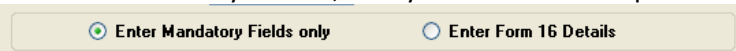
Figure 7-8 Correction in Salary Details



Add Salary details

In this section we concentrate on entering salary details for each employee.

TDSMAN software provides you the option to select either 'Enter Mandatory Fields Only' or 'Enter Form 16 Details'. By default, the system selects the option 'Enter Mandatory Fields Only'.



Enter Mandatory Fields Only : On selecting this option, you will need to enter limited data adequate for preparing the TDS return.

Enter Form 16 Details : On selecting this option, you will need to enter all information that will help in preparing the TDS returns as well as also print Form 16 for the employees.

The above screen is divided into three sections:

- The left panel is the area where data has to be entered
- The right panel displays records as you keep on entering
- The bottom part has the self labeled action buttons

Enter the salary details on the left panel as per the field/columns. After providing the details of each record click on the 'Save' button. The saved entry will be displayed on the right panel. As you keep on making more entries, keep saving each record and list of all the records will get displayed on the right panel.

Modify Salary record

In order to modify a salary record, select the record you need to modify, from the right panel with the help of the mouse. Either double click on this entry or click on the 'Edit' button. The selected entry will be displayed on the left panel which can now be modified and saved again.

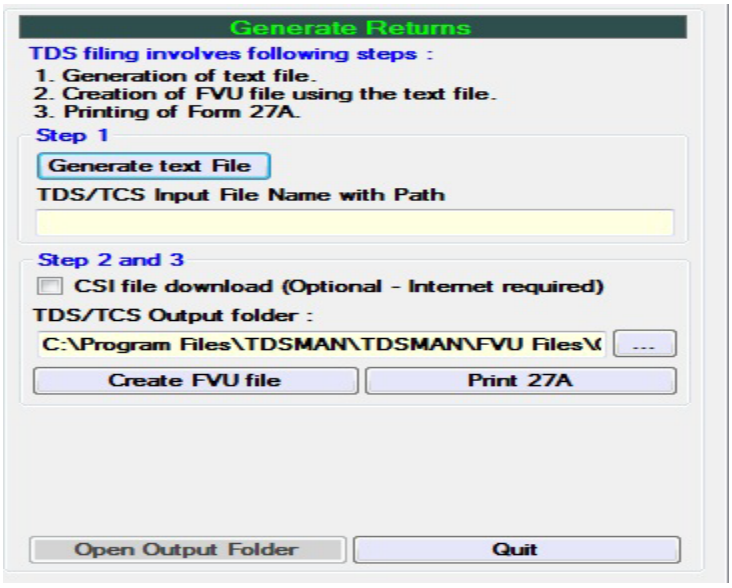
Delete Salary record

In order to delete a salary record, select the record you need to delete, from the right panel with the help of the mouse. After selecting the record click on 'Delete' button, then after seeking your reconfirmation the record will be deleted.

7.3 Generate Correction Return for Submission

After all corrections have been done, you are all set to generate your Correction Return. Click on the 'Generate Return' and the following interface appears on the right panel:

Figure 7-9 Generate Correction Returns



There are 3 steps involved in the Generation of the correction returns.

i. Generate the text file
ii. Cross Verification of the challans
iii. Validation of the file generated using utility provided by IT department

Generate the text file

In the first step you will have to generate the text file. This text file is used as an input file for the validation by the utility provided by Income Tax Department.

Cross Verification of the challans

In second step you can check / uncheck Automatic CSI file download link for which Internet connection is prerequisite. This will download a file from the NSDL's website which will have the Challan details as per IT records provided by the Bank/PAO for cross verification.

Validation of the file generated using utility provided by IT department

Third step involves validating the text file generated in Step 1 and generating the FVU file for submission. While validating, the Challan details entered in the returns and Challan Detail as uploaded by Bank will be cross verified. In case automatic CSI file is unchecked then the path of this file should be manually provided.

On validation, the status in terms of successful / unsuccessful validation will be displayed and one can also view the report for subsequent action.

After the return has been generated and validated, the return has to be submitted to TIN-FC or it can also be uploaded as per the rules in NSDL's website. Steps for preparation for submission of the return are explained as under:

- Click on open output folder and copy the file having extension .fvu

- Print Form 27A by clicking on button 'Print Form 27A' which will also be required for submission of return along with the .fvu file in Floppy / CD / Pen drive.

8 Importing of External Data

TDSMAN has a convenient option for importing / transferring data from Excel workbook and TDS file.

8.1 Import from Excel Workbook

To import data from an Excel workbook the follow the steps given below:

- Create Blank Excel sheet
- Enter data in the above sheet
- Validate and import data from the excel sheet

Create Blank Excel sheet

A pre-defined format has been provided in the Regular Return Menu. Click on the option 'Import from Excel' and select 'Create blank Excel workbook' The following window will be displayed:

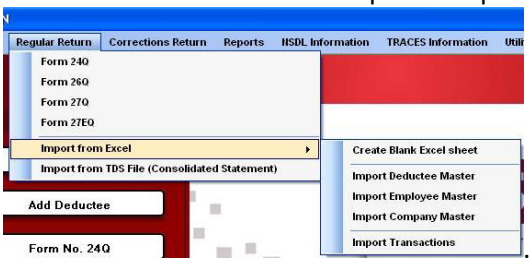
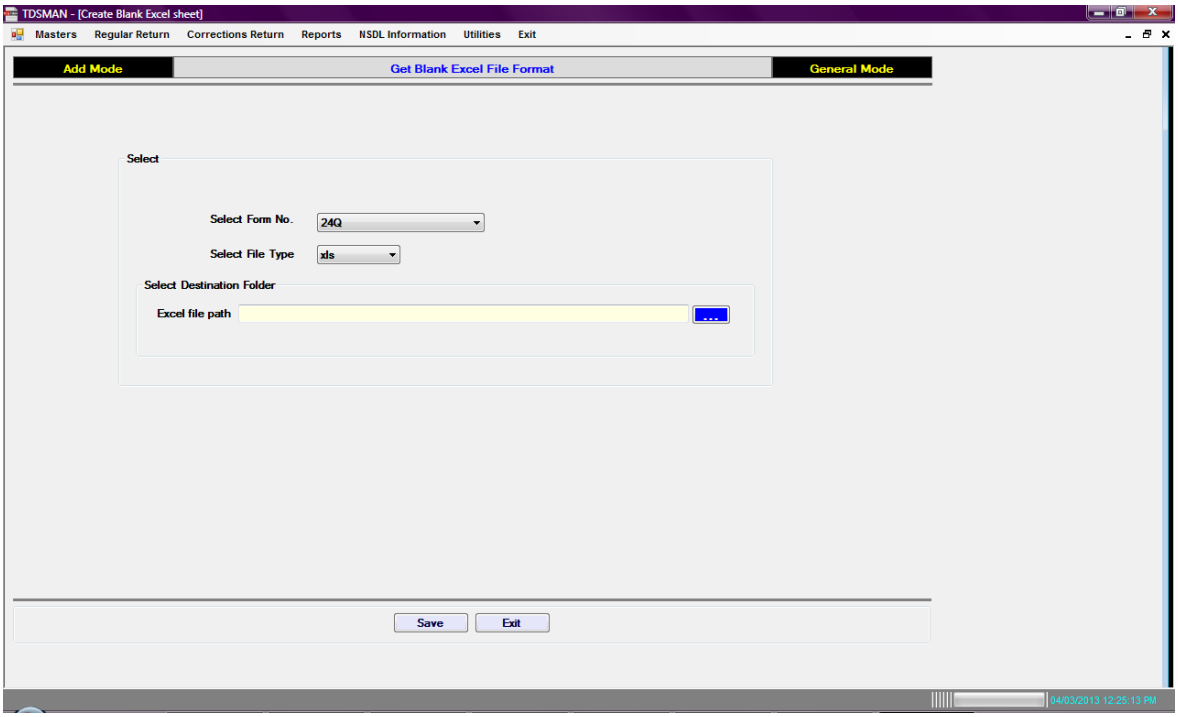


Figure 8-1 Selection of relevant TDS/TCS Form



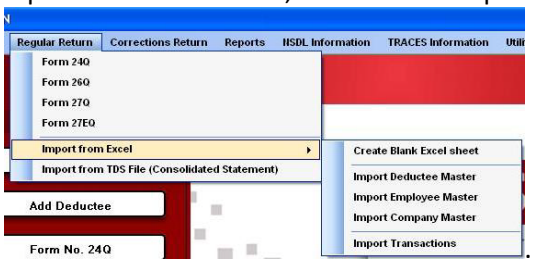
Select the relevant to a TDS / TCS Form and the relevant file type i.e. xls or xlsx files. Save the same in the selected destination folder.

Enter data in the created Excel sheet

Provide the Challan and Deductee details in the Excel workbook as per displayed columns headers.

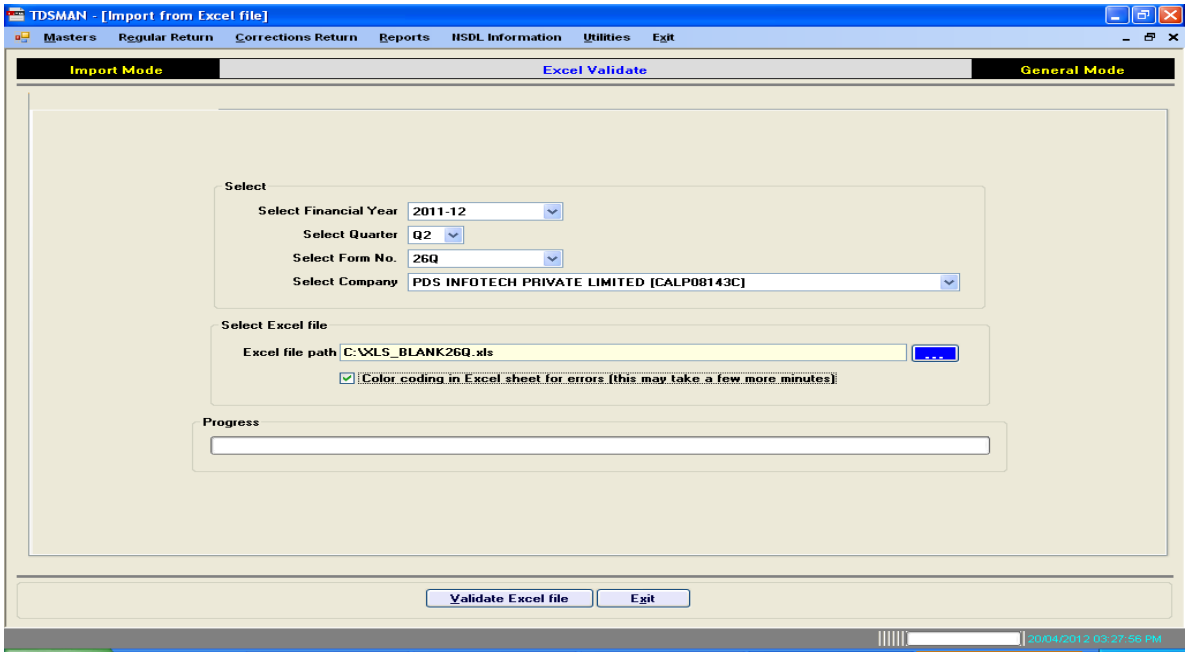
Note: Guidelines for placement of data are provided within the Excel workbook and should be strictly followed.

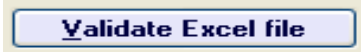
Validate and Import data from the excel sheet

In order to import the excel sheet, click on the option 'Import from Excel' and select 'Import Transactions' 

. The following window will be displayed:

Figure 8-2 Validate Excel



Select the Financial Year, Quarter, Form No. and Company Name for which the data needs to be imported. Browse and select the Excel file and select the relevant Import type from the options provided. Cick on the button 

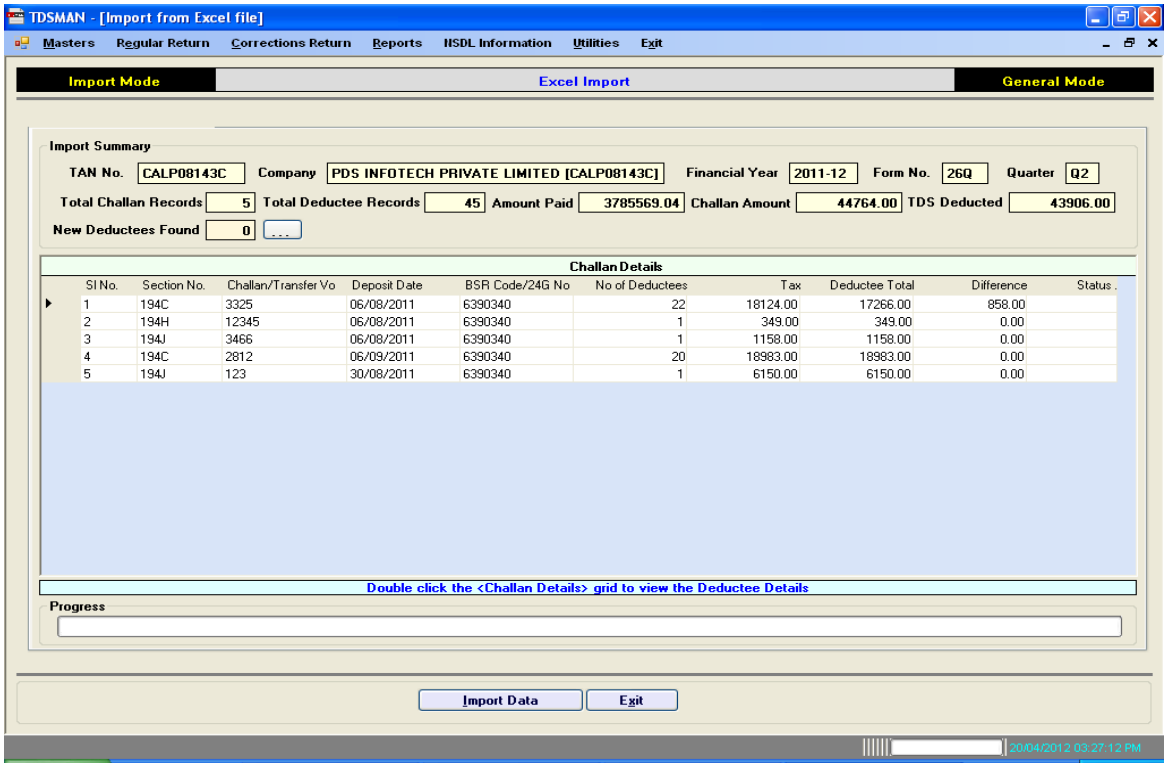
to validate the selected excel file. This file will be validated and only after successful validation, this file will be ready for getting imported in the software.

Note: *Please ensure that the Excel workbook is correctly selected.*

If there is any error in the selected Excel file, then the same would be displayed in a separate sheet in this file only.
Additionally, you can select the option of colour coding where in the errors will be highlighted using the different colour conventions.
Make the relevant corrections and save this document. Now once again you need to import the corrected excel sheet (as described above) and validate the same.

After validation is successful you will get the following interface where every Challan and its deductee detail can be checked and verified by user.

Figure 8-3 Verify Imported Data


TDSMAN - [Import from Excel file]
Masters
Regular Return
Corrections Return
Reports
IISDL Information
Utilities
Exit
Import Mode
Excel Import
General Mode
Import Summary
TAN No. CALP08143C
Company PDS INFOTECH PRIVATE LIMITED [CALP08143C]
Financial Year 2011-12
Form No. 26Q
Quarter Q2
Total Challan Records 5
Total Deductee Records 45
Amount Paid 3785569.04
Challan Amount 44764.00
TDS Deducted 43906.00
New Deductees Found 0
Challan Details
Sl No. | Section No. | Challan/Transfer Vo | Deposit Date | BSR Code/24G No | No of Deductees | Tax | Deductee Total | Difference | Status
1 | 194C | 3325 | 06/08/2011 | 6390340 | 22 | 18124.00 | 17266.00 | 858.00
2 | 194H | 12345 | 06/08/2011 | 6390340 | 1 | 349.00 | 349.00 | 0.00
3 | 194J | 3466 | 06/08/2011 | 6390340 | 1 | 1158.00 | 1158.00 | 0.00
4 | 194C | 2812 | 06/09/2011 | 6390340 | 20 | 18983.00 | 18983.00 | 0.00
5 | 194J | 123 | 30/08/2011 | 6390340 | 1 | 6150.00 | 6150.00 | 0.00
Double click the <Challan Details> grid to view the Deductee Details
Progress
Import Data
Exit
20/04/2012 03:27:12 PM

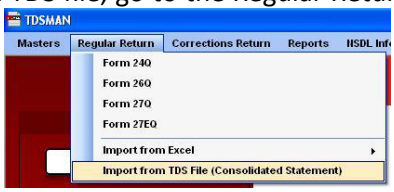
Once it is verified, you should click on button to start transferring data into the software database.

Note: The data gets transferred into the system only after 'Import Data' is clicked upon and confirmed subsequently.

After the import is completed you can go to the respective Form where the data was imported and you are ready to generate the file for return submission.

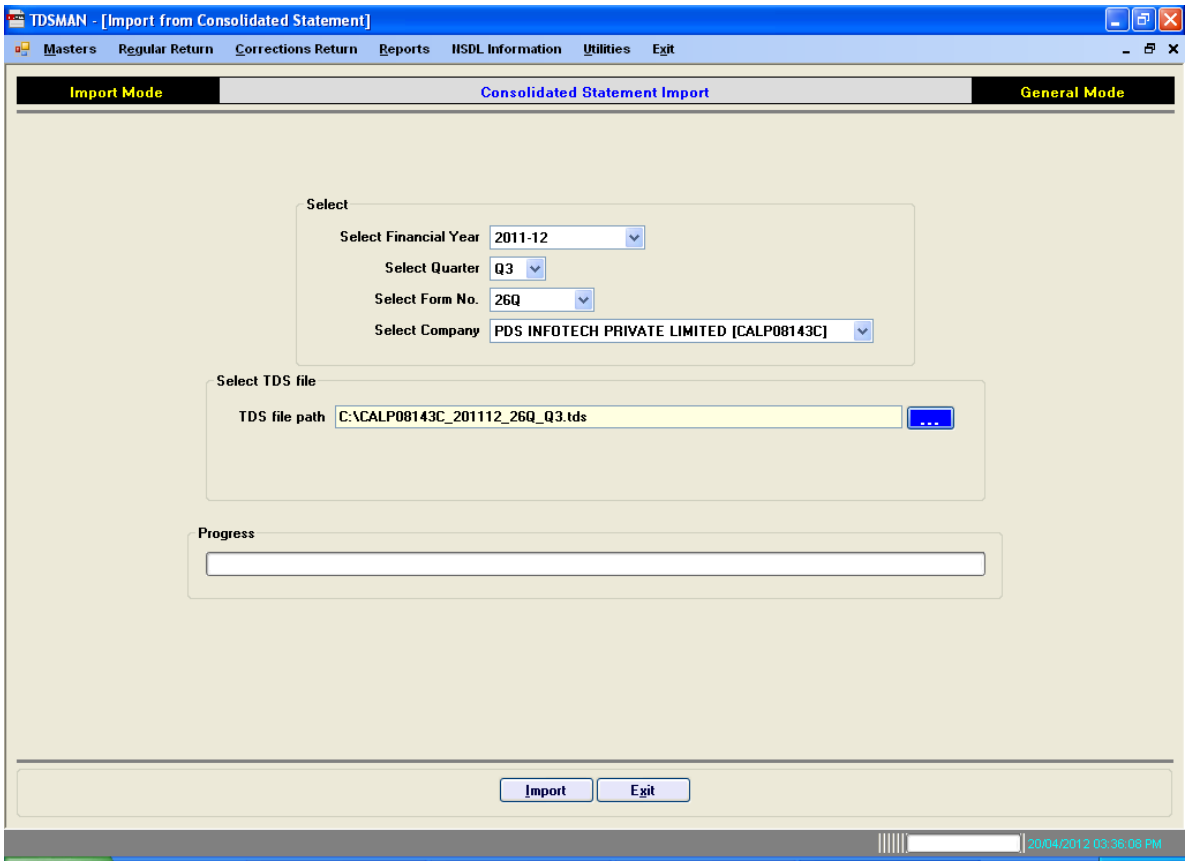
8.2 Import from TDS File

When you import the data from the TDS file, all the challan and deductee data from this file is transferred into the database of the software including automatic creation of the Deductee & Employee master data.

For Importing of data from TDS file, go to the Regular Return Menu and select 'Import from TDS File (consolidated statement)' 

which will transfer you to the following interface:

Figure 8-4 Selection for Importing Data



Select the Financial Year, Quarter, Form No. and Company Name for which the data needs to be imported. Browse and select the TDS file and click on the button

After checking and verifying relevant details, the data will be transferred into TDSMAN.

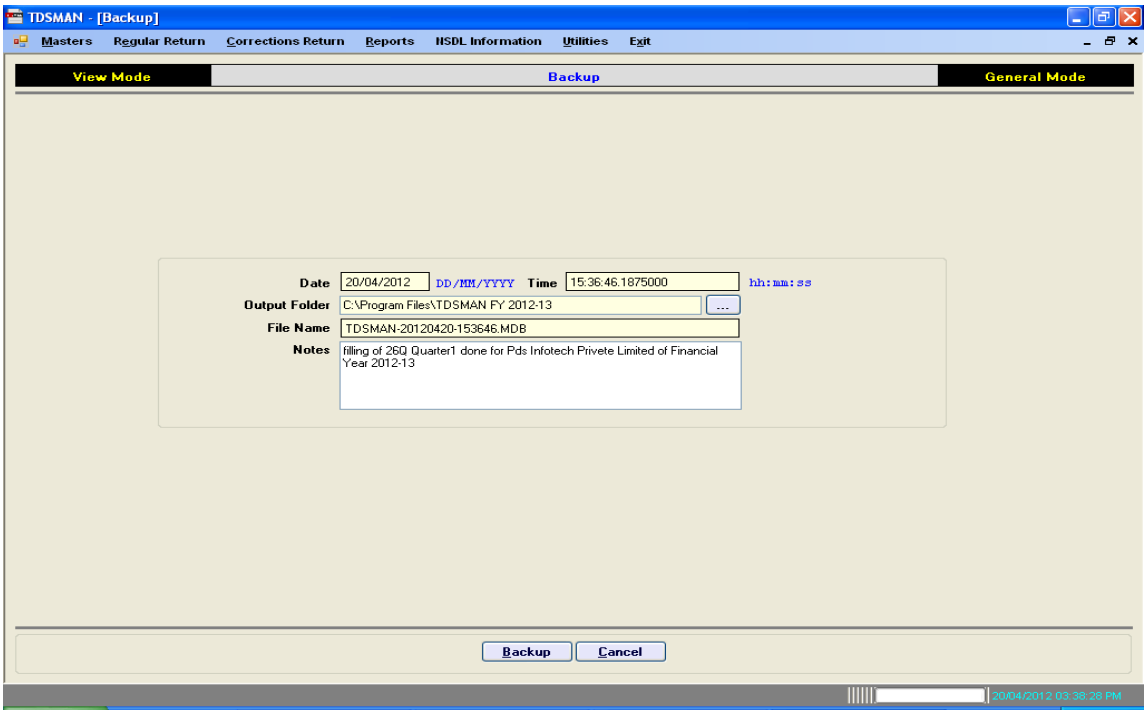
9 Other Utilities

9.1 Backup and Restore

Through this utility, you can backup your data and also restore the same back as and when required.

In Utilities Menu, select on Backup / Restore and further click on Backup. This will take you to the following interface:

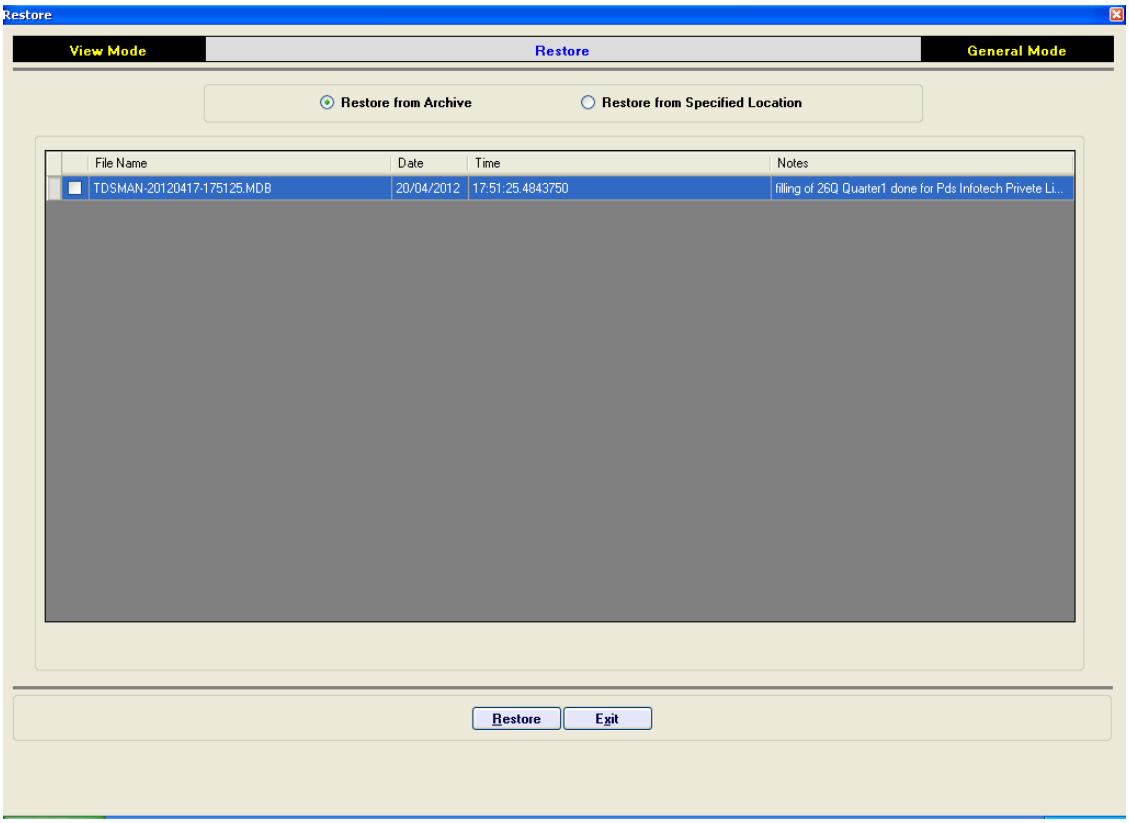
Figure 9-1 Backup



Select the Output folder where you want your backup to be created and specify some textual note which will serve as a reference for the backup. Click on 'Backup' button to create the backup file in the specified folder.

For restoration of backed up data, click on 'Restore'. It will take you to following interface:

Figure 9-2 Restore



Here you have two options:

- Restore from archive
- Restore from specified location

Each of the above is briefly explained below:

Restore from archive

This will show you the chronological history of backup taken along with the reference notes that were submitted along through the Backup module. You can select a specified backup and click on 'Restore' Button to restore the data.

Restore from specified location

You can also use this option to restore the data only if you know the file location and filename where the same has been stored. Once you browse the file and select 'Restore' button your database file will be restored.

Note: It is very important to understand that restoration will overwrite the existing data and the current database will be lost. Before restoration, it is advisable to take the backup of the current data.

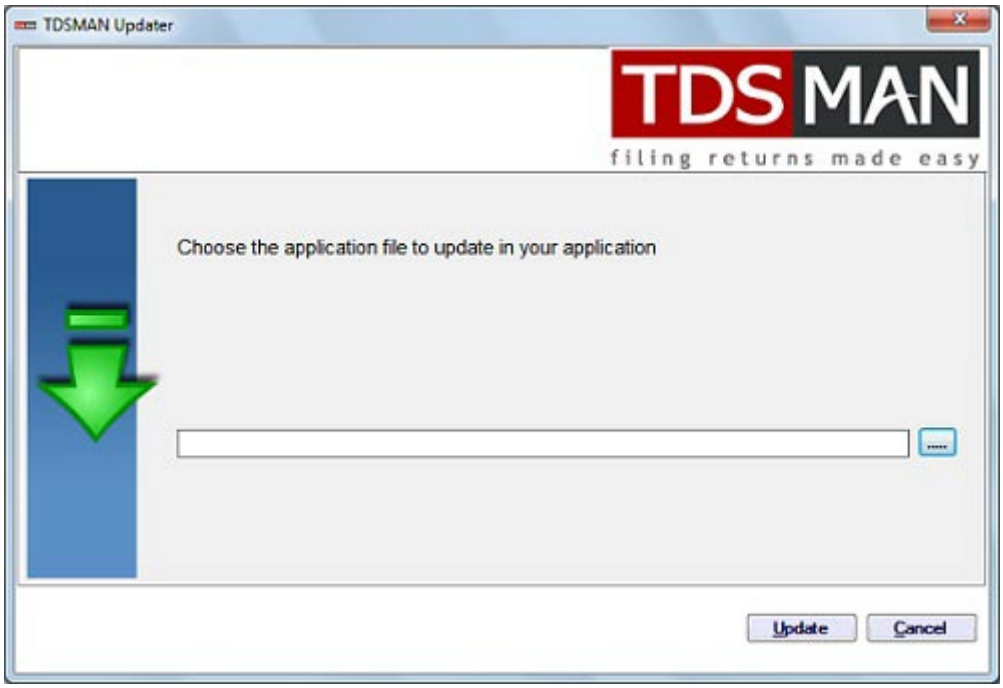
9.2 Software Update

From time to time updates will be released on TDSMAN based on statutory changes, user feedbacks and bug corrections, if any. The software can be updated both online (internet connection required) and offline.

For updating the software, under 'Utilities', click on 'Check for Updates'. This is an internet based automated system for updating the software wherein the latest version is checked for and if any new update is found, the software is instantly updated.

In the absence of the internet connection, you will need to download the update file from the website www.tdsman.com and update as per the interface as below:

Figure 9-3 Software Update



Here you can specify the downloaded latest update location and then click on button to update the software

9.3 Healthy Practices of using TDSMAN

- Regular Backups. Ideally each day when data has been added / modified in the software. Backup files should be copied in some external storage media such as pen drive, external hard drive, etc.
- Check and update the software regularly.
- Refer to the User Manual / Video Demo if something is not understood in the software.
- Visit www.tdsman.com for resources and latest on TDS / TCS

Visit us at:

www.tdsman.com

TDS MAN

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